**COVID-19: Tips on How to Best Work From Home**

Employee Name:

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# Some employees will be working from home for the first time, which means figuring out how to stay on task in a new environment that may not lend itself to productivity. Keep in mind you can still deliver results without going stir-crazy.

***Here are some tips and tricks gathered for multiple sources to help you through telecommuting.***

* **Get dressed as if you were coming to the office:** It’s important to still do your morning routine as you usually would if you were commuting into the office, since it signals to your brain that it’s time to work—not to lounge.
* **Create a dedicated workspace:** Ideally, this should be a separate room where you can close the door.
* **Set and maintain normal hours:** The issue is the tone it sets for the day, and thus, your productivity. One way to ensure you stay on track is to create time blocks.
* **Focus on output:** Production is under a microscope when you work from home. You are not seen in the office putting in your traditional 8 hours each day. Make sure that you are accomplishing goals and tasks on time. Plan out your objectives and how you are going to achieve them.
* **Create a routine:** Create a "head to work" routine during this time. Make coffee, breakfast, or do something that gets you into the work mood.
* **Develop self-discipline:** When it comes to organization skills, no one hack will suit everyone, so find out what works for you. Some handy tricks include making to- do lists, to-don’t lists, checklists, and so on. Stay in touch with your team or your superior, then structure your day around your objectives.
* **Fit in some exercise:** We do not realize how little exercise we get in when staying in our house. Even a commute to work offers a few opportunities of extended walks.
* **Plan when to quit:** When you come into the office, you typically know when you are going to leave that day. Do the same at home.
* **Eat a healthy lunch or snack to boost your immune system:** Research shows improving nutrition helps support optimal immune function. Micronutrients essential to fight infection include vitamins A, B, C, D, and E, and the minerals iron, selenium, and zinc.
* **Interact with others:** Working from home every day can get pretty lonely, especially if you are single or live alone. Social interactions — even with coworkers — can alleviate feelings of isolation and loneliness. Make it a point to chat with colleagues, team members, or clients each day. Video chat is a great way to stay connected with other human beings.
* **Think about how you’re communicating:** It’s important to go beyond email and use other digital tools that can better replicate the in-person office experience and provide for clear communication.

***Additional tips to add:***

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