

Work From Home Tips

Here are top insights to help you stay productive and combat stress as you work from home.



1 Designate a Workspace



Select one part of your living space to serve as your "home office," and keep work and downtime separate.

2 Create a Daily Routine



Outline your goals and priorities for the day each morning, then stick to a structured schedule.

3 Use Headphones



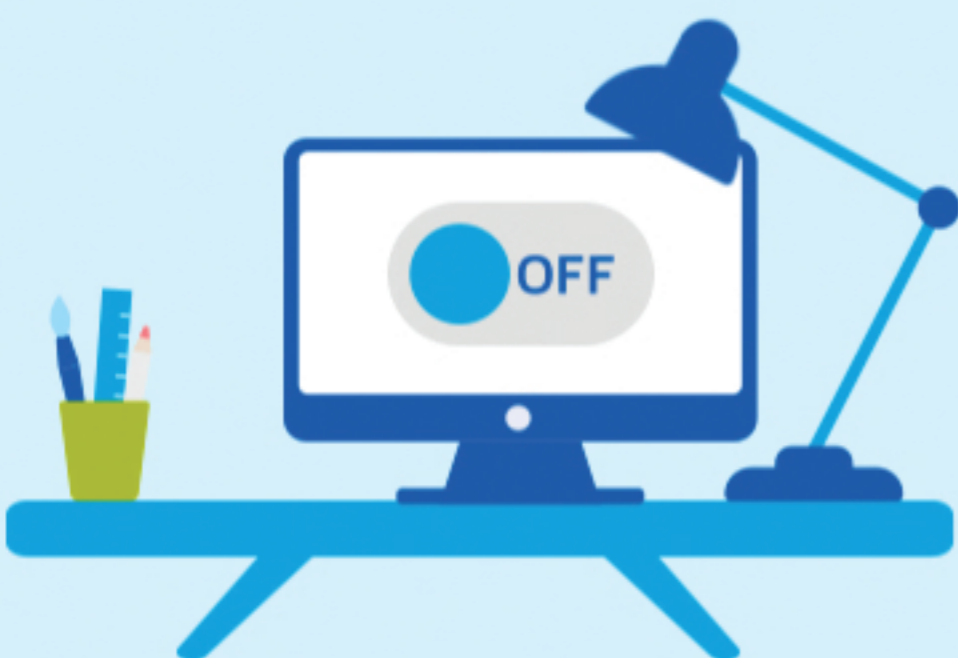
Wear headphones to minimize auditory distractions and stay focused on the task at-hand.

4 Take Intermittent Breaks



Try the Pomodoro method: Work for 25 minutes, then take a 5-minute break. After four 25-minute sessions, take a 15 to 30 minute break.

5 Unplug at Night



When your home becomes your office, it can be difficult to disconnect. Try to shut down at a certain time each day to prevent burnout.

6 Stay Connected



Check in with coworkers that you typically interact with in the office, use your video camera during meetings (where appropriate), and discuss concerns with your boss just like you would in the office.