Work From Home Advice

(FROM STAFF WHO DO IT 💯 % OF THE TIME)

1

Set up your workspace

Find an area in your home that's conducive to working. It can be a desk or the couch, just make sure it's separate from your non-work space and allows you to focus.

2

Stick to your routine

If you typically wake up early, take a shower, have breakfast or a cup of coffee, continue to do so in your new normal. This will prepare your mind and body for a productive day.

3

Have a to-do list

Before you start each day, list down your priorities the evening before. Set specific windows of time to complete your projects (uninterrupted) and stick to your schedule.

4

Communicate

Check-in with your employer/teacher and colleagues/classmates from time to time. Update them on your schedule and deliverables, especially if there are any changes.

5

Take breaks

The key to a productive day (and your sanity) is balance. Give yourself enough time to walk away from your computer screen and phone. Move around, take a water break, work on a personal hobby, find a 15 minute reward.

6

Socialize

When the entire office or class is working from home, you're not exchanging the same pleasantries as a normal in-person day. You may go hours without a real conversation. Take time to call, text, or FaceTime important people in your life.

* **Curate your work from home media**

Create a playlist or listen to a podcast while you work. Share it with your colleagues and classmates too to share the vibe.

* **Align work schedules with your family**

Working from home is an adjustment. Coordinate with your parents, partner, children, or roommate so you're not in each other's way and can help one another throughout the day.

Finding 24/7 life at home difficult? We've got tips & tricks.

Visit congressionalaward.org for more #StayAtHome resources.