The thought of working from home can seem overwhelming. From ensuring your home office is equipped to meet your work needs, to distancing yourself from distractions, it can be a challenge to create a work environment that fosters focus and productivity. To help you make the transition, we’ve provided some helpful tips for working from home.

If you’re interested in learning more, refer to the list of curated articles, videos, and other learning resources at the end of this document. Stay tuned for additional remote working content in AcadaMe and the PeopleFirst Development Group on Workplace!

**HELPFUL TIPS FOR ALL REMOTE WORKERS**

**Tip # 1: Set Aside a Designated Work Area**

• Try to work from the same spot every day, preferably separate from the rest of your home to avoid distractions.
  
  o Pick a spot for your “office”.

• Make sure it is organized and functions efficiently for you, your business, and your style.

**Tip # 2: Set Clear Boundaries**

• Set physical boundaries that are off limits to housemates.
  
  o Make sure your friends and loved ones understand that even though you are at home, you are off limits during your scheduled work hours.

• Schedule your time with your family, and with yourself. Put those on your daily calendar as seriously as you would your work.
Tip #3: Maintain a Regular Schedule: Plan and Structure your Workday

• Make sure you’re thinking about how you’re going to structure your day similarly to how you did before.
  o Maintain your normal morning routine. Take time to shower, have breakfast, brush your teeth, and maintain a casual (not sloppy) work wardrobe. The way you dress affects you psychologically.
  o If you made a to-do list every morning, make the to-do list. If you checked in with the same person every morning, check in with that person.
• While working remotely, try to maintain the same hours/schedule you follow at the office.
• Use your Outlook Calendar to block time for everything – project work, breaks, lunch, etc.
• Schedule breaks.
  o Treat exercise, meals and stretch breaks as you would any other meeting: That means putting it on your calendar, at least to start.
• Transition out of your day. Even if you’re just moving from one spot on the couch to another or putting your work materials and your laptop away (just shut work applications if you want to use your computer for something else).
  o Don’t worry about stopping for the day if you’re on a roll with a project. Pausing in the middle of something will make it easier to jump into the task the next day.

Tip #4: Stay Connected: Think About How You’re Communicating

• Go beyond email. Use digital tools to better replicate the in-person office experience.
• Employ your video communications, perhaps more than you normally would, now that you’re more isolated.
• Make sure you have telecommunication tools—such as Zoom and Teams—hooked up and ready to go so you can stay connected with team members or office mates and ensure that you’re available for video calls and teleconferencing.
• Over-communicate with your boss, team, and colleagues. This could mean emailing more often, having conference calls, video conferences, using chat tools or just picking up the phone.
  o Teams (our newest collaboration tool)
  o WorkPlace (our workplace social hub)
  o Zoom (our webinar and meeting platform)
  o See the Working From Home- Technology Toolkit for more suggestions!
Working From Home for Employees

WANT TO LEARN MORE?

See this list to learn more about best practices for working from home. Don’t forget to visit AcadaMe! We will be adding a remote working curriculum in the coming weeks. And finally, make sure to follow the PeopleFirst Development page on Workplace for additional content! Note: Contractors do not have access to AcadaMe. Please use the direct links provided below.

- See this list of best practices from Doug Hammond’s March 17 Coronavirus Update
- How to Actually Work... When You’re Working from Home (Video)
- How to Work From Home, if You’ve Never Done it Before (Article)
- 10 Do's and Don'ts When Working From Home (Article)
- 9 Tips To Be Productive When Working At Home During Covid-19 (Article)

Questions?

Contact the Talent Development team at learning@nfp.com.

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