

# Working From Home



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.

## HELPFUL TIPS FOR ALL REMOTE WORKERS

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

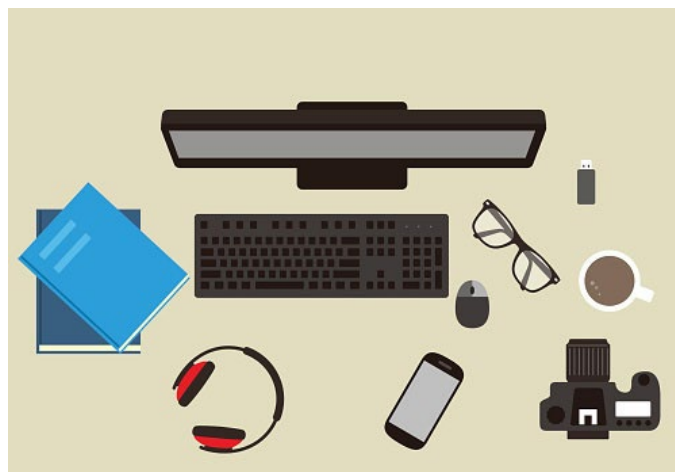
- Try to work from the same spot every day, preferably separate from the rest of your home to avoid distractions.
  - Pick a spot for your "office."
- Make sure it's organized and functions efficiently for you, your business and your style.

### Tip # 2: Set Clear Boundaries

- Set physical boundaries that are off limits to housemates.
  - Make sure your friends and loved ones understand that even though you're at home, you're 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.
  - 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.
  - 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 calendar to block time for everything — project work, breaks, lunch, etc.
- Schedule breaks.
  - 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).
  - 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 hooked up and ready to go so you can stay connected with team members or office mates. Ensure 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 and video conferences, using chat tools or just picking up the phone.

## WANT TO LEARN MORE?

[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?



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