

Working from Home

Tips for Balance & Productivity

1. **Create a morning ritual that sets you up for working** – a cup of coffee or tea, breakfast, dressing for work. (Sweats are okay if it works for you.)
2. **Design a designated workspace and make it yours.** Add flowers for beauty, a candle for peace and anything else you want. Create a specific space for others too.
3. **Establish ground rules for others in your space.** Honor privacy — let people know that their confidentiality is being honored and don't have important business conversations in front of others.
4. **Organize your space and files.** Use beautiful folders. Set up the right technology, and make sure you have internet access, software and a good working computer. Empty your trash daily.
5. **Set daily goals on what you want to get done that day.** Pick 3 at a time. Think with the end in mind. Ask yourself, "When I get to the end of the day, what do I want to feel good about?"
6. **Create "Office Hours"** or specific work time zones to get your work completed. Make a daily or weekly schedule.
7. **Be responsive** to phone calls, texts and e-mail during the workday.
8. **Address accountability.** Get clear on expectations from your boss or clients, as well as be clear about what you need from others. Respond in a timely manner and don't just check out.
9. **Stay connected to people who need you and rely on you professionally.** Consider Skype, Facetime or phone calls with actual faces and voices, not just e-mails or texts.
10. **Use the downtime to deepen your thoughts** about your work, creativity, purpose, role and leadership.
11. **Consider a pivot, if needed.** Perhaps this is a time to expand on-line services, create a new product or pursue your dream job.
12. **Add a new skill.** Take an on-line class, listen to a podcast, read a book. Add music to the background if it supports you. Get inspired.
13. **Be grateful for the time at home,** and perhaps additional time with family, pets and yourself.
14. **Find joy** every single day.
15. **Take full breaks by getting some fresh air,** going for a walk, getting out of the house.
16. **Ask for help if you need it.** Just because you are home alone does not mean you have to go it alone.
17. **Be of service.** Is there someone who could use what you have to offer (goods or services) that you could donate or discount? This is the time to pay it forward.
18. **Continue your self-care rituals** and try to maintain balance. Don't work just because you can.
19. **Create a proactive plan now for how you will deal with stress** before it's real. This is especially important if you are home for an extended period of time.
20. **Consider some coaching** for support, growth and moving you to the next level.
21. **Stay positive.** Look for the opportunities, use your faith and remember, this too shall pass.