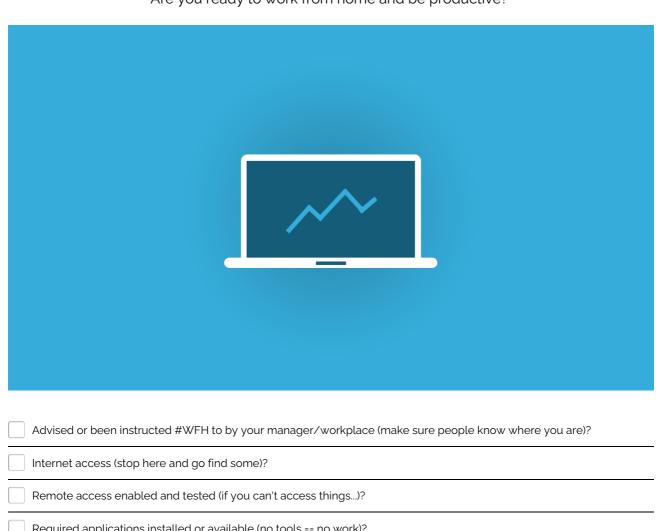
Working From Home Are you ready to work from home and be productive?



Advised or been instructed #WFH to by your manager/workplace (make sure people know where you are)?
Internet access (stop here and go find some)?
Remote access enabled and tested (if you can't access things)?
Required applications installed or available (no tools == no work)?
Video conferencing tools tested (don't be that fool that has tech-issues connecting! Test your microphone, camera & software)?
Suitable space to work from (separate office ideal, kitchen table ok, couch/sofa bad)?
Regular calls scheduled with colleagues (don't isolate yourself, engage with team mates)?
Dressed to work (no need for that suit, but put some pants on please!)?
Washing & dishes done, kids at school or setup with activities (get this stuff sorted before you sit down)?
Coffee, tea, and/or water available (keep hydrated)?
Music (find a good motivation playlist to put on in the background!)?
Get in the zone (make sure you have the right headspace to work, don't worry if it takes time to settle in, just keep trying).
Remember to take a break (you are not 100% productive in the office, don't expect to be at home; pick up the kids, hang out the washing, have lunch, take a walk, etc).
Relax (WFH takes time to adapt to, if you give it time and don't beat yourself up you can find it rewarding and more productive than the office) Make and Share Free Chec

