

Work From Home Ground Rules

Do you work from home? Here are some tips to keep you on track!



- ☐ Get moving first thing in the morning (ie. Exercise)
- ☐ Get pretty. (clothes, makeup & hair)
- ☐ Set a schedule & stick to it
- ☐ Schedule breaks [play with dog, chores, etc]
- ☐ Don't sit all day get moving again during lunch
- ☐ Stay organized (tidy up each night)
- ☐ Create a space that inspires you
- ☐ Get the essential tools [computers, files, etc]
- ☐ Stay focused (limit social media, emails, shopping)
- ☐ "me" time [shut down & enjoy life!]