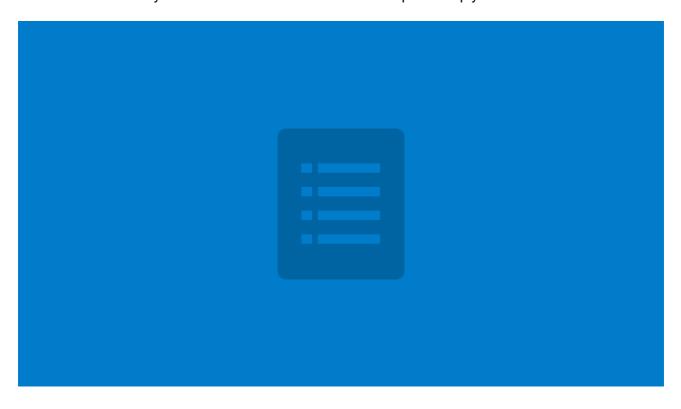
## **Work From Home Ground Rules**

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!)