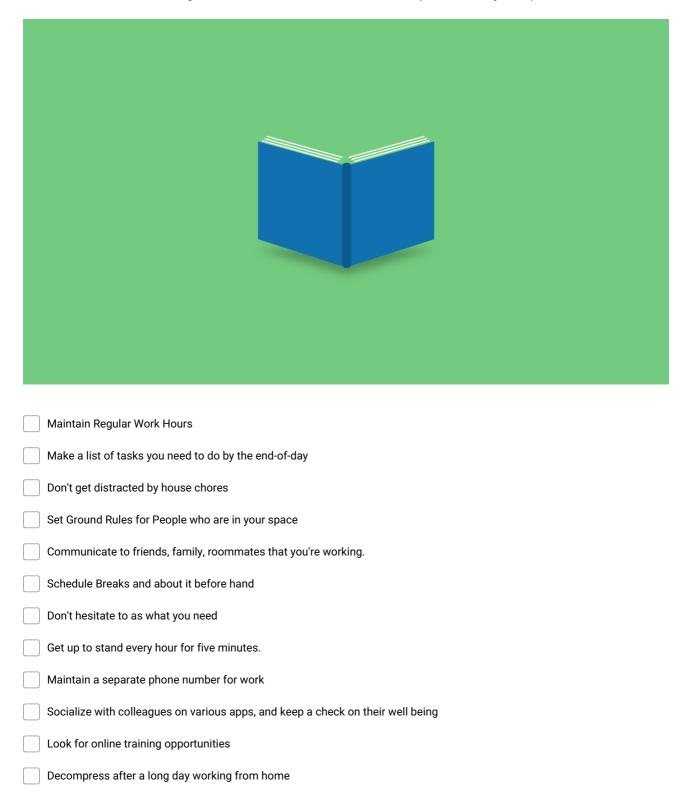# Tips On How To Stay Productive When Working From Home

Covid-19 pandemic has left many of us with a lot of work to be handled at work! Along with managing the household chores and spending time with family and kids, completely all this work within the deadline must be tough Here are a few work from home tips to make your quarantine easier!

- [ ] Maintain Regular Work Hours
- [ ] Make a list of tasks you need to do by the end-of-day
- [ ] Don't get distracted by house chores
- [ ] Set Ground Rules for People who are in your space
- [ ] Communicate to friends, family, roommates that you're working.
- [ ] Schedule Breaks and about it before hand
- [ ] Don't hesitate to as what you need
- [ ] Get up to stand every hour for five minutes.
- [ ] Maintain a separate phone number for work
- [ ] Socialize with colleagues on various apps, and keep a check on their well being
- [ ] Look for online training opportunities
- [ ] Decompress after a long day working from home