

# How To Be Successful Working At Home

How to be successful working at home. Helpful tips for working at home.



## GET ORGANIZED

- ☐ This will help you stay on track and avoid working too much or too little. Create a filing system, schedules, and to-do lists.

## HAVE A SET WORKSPACE

- ☐ This may be easier said than done especially if you've never worked at home before. However, you can choose a comfortable space WITHOUT a TV or bed. Make it look as close to a true work environment as possible. This will also be a great place to store all work-related files and supplies.

## PLAN YOUR DAY

- ☐ This will be helpful to minimize distractions. You can still maintain the routines you had when you physically went to work, but planning will let you have some work around. Also, you can plan for things that normally wouldn't be an issue.

## AVOID DISTRACTIONS

- ☐ Yes, I am talking about the bed and the kitchen. When we are at home that's when we are most comfortable, but this time our work is also at home. This is why planning ahead will be IMPORTANT. Have snacks ready and have children care in place.

## SET OFFICE HOURS/TAKE BREAKS

- ☐ Create a time slot for pretty much everything This includes your breaks and when you need to eat. You need to take time to

get up walk around and take breaks from working.

**Make and Share Free Checklists**  
[checkli.com](https://checkli.com)