Working From Home: Productivity Tips

Work From Home: Productivity Tips Working from home? Here are some tips to keep you focused, motivated, and successful when working from your home office.



WORKSPACE

- [ ] Create a designated workspace
  - [ ] Set up a space that is just for work. If you have a home office, utilize it. If not, a simple table and chair will work. The key is to get into a routine of working in the sample place.

HOURS

- [ ] Set working hours
  - [ ] Set working hours and stay focused. You'll be able to get more done than you normally would in an office since you don't have coworkers interrupting you every five minutes.

TO-DO LIST

- [ ] Follow a to-do list
  - [ ] Make a list Of what you need to accomplish everyday. Next, prioritize your tasks. What is the most important thing you have to accomplish today?

GOAL SETTING

- [ ] Set goals and keep them visible

- [ ] Write down your goals and get specific. Keep them in sight of your working space so you are constantly reminded of what you are working for.

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