

How to Work from Home Like a Boss

Now more than ever, telecommuting is the new office workspace for remote workers! Read our top tips for working from home like a boss to conquer the work day.



Create a Dedicated Workspace

- ☐ Resist the urge to work from your a work-like environment to set a work mindset and achieve productivity.

Get Out of the House

- ☐ We love the idea of working from home; however, when the distractions become too much. it's time to seek out other telecommuting workspaces.
- ☐ A few places to inspire creativity outside of home:
 - ☐ Coffee shop
 - ☐ Library
 - ☐ Co-working Space
 - ☐ Book Store
 - ☐ Park
 - ☐ Local University
 - ☐ Museums
 - ☐ Hotel Lobby
 - ☐ Restaurant

Dress for Work

- ☐ Don't ditch the tie too soon! Getting dressed as if you're going to work can set right mindset to help you knock out a few task.

Organize Your Workday

- ☐ Break out the planner! Organizing your workday can help you stay on task and focused despite home distractions.

Eliminate Distractions

- ☐ Distractions are the biggest deterrent Of productivity. This iS especially true from telecommuters working from home. Before you begin work. inform family members that you are working from home. complete that last item on your chore to-do list and log Off social media accounts.

Decide a Definitive End Time

- ☐ If inspiration strikes. it may be tempting to work until the cows come home. However, to establishing a healthy work-life it is crucial to set boundaries for work when telecommuniting.

Stay Connected with Coworkers

- ☐ Most importantly, stay connected with coworkers throughout the workday, Set specific times to contact peers and update each other on current progress.

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