

# How To Work Efficiently From Home

Hint: putting on pants is key



## DRESS FOR SUCCESS

- ☐ As tempting as it is to work in pajamas, taking the time to get ready and dressing well will put you into work mode.

## DESIGNATE A WORKING AREA

- ☐ Find a distraction-free spot that isn't used for any other purpose. When you sit down in this space each morning, you'll feel a sense of diligence and focus on work.

## MASTER YOUR COMMUNICATION METHOD

- ☐ Between phone calls, emails, IMs, Slack, Google Hangouts and the many other options out there, figure out what works for your team in different situations. Some conversations are best had face-to-face, while other an email is sufficient.

## TAKE BREAKS

- ☐ Thanks to that designated area, you can leave and relax in another space for a while. Taking a break clears your mind and gives you a fresh perspective.

## CREATE MINI-ROUTINES

- ☐ Having a daily morning routine will help you get into the flow of work. Maybe it's reading your emails or making your to-do list while you drink your coffee. It should be something that helps you transition into the working part of your day.

**REWARD YOURSELF**

- ☐ Make a fresh pot of coffee after overcoming a major hurdle or take a long when you finish a task that's been looming on your to-do list. Your home has more opportunities relaxation and enjoyment than your office. Take advantage of them.

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