7 Tips to Get Stuff Done While You're Working From Home



STICK TO A MORNING ROUTINE

- [ ] Just like you would if you had somewhere to be. Set an alarm, workout your body/mind, get showered and get dressed as if you're leaving your house - well, at least from the waist up.

EVALUATE YOUR PLANS FOR THE DAY.

- [ ] Do you need to change anything based on what you were or were not able to get done the day before?

CHECK AND RESPOND TO EMAILS

- [ ] while you have a coffee or tea first thing in the morning. Did anything hit your inbox that would require you to reprioritize your activities for the day?

SCHEDULE LUNCH!

- [ ] Get up, leave your desk, go for a walk, get outside for a few minutes. Do NOT eat at your desk, unless you have to. You need to give your brain a break and give your body some movement.

CHECK YOUR PLAN TO EVALUATE PROGRESS OF THE DAY.

- [ ] After lunch

SET OFFICE HOURS

- [ ] And let all family members who are working from home know what your office hours are.

SET BOUNDARIES FOR YOURSELF.

- [ ] Don't scan your social media posts or send too many texts to your friends/family.

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