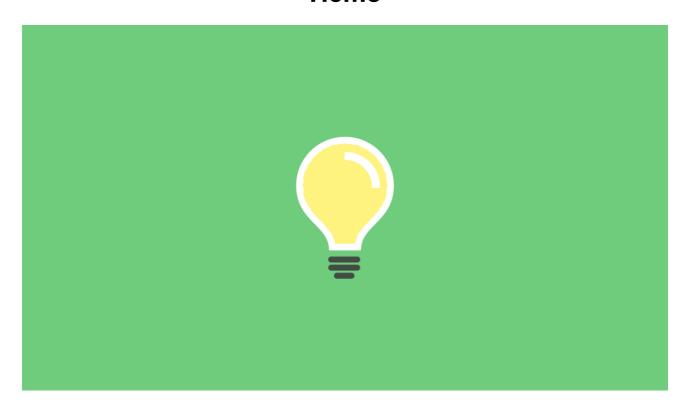
7 Tips to Get Stuff Done While You're Working From Home



STICK TO A MORNING ROUTINE

After lunch

Just like you would if you had somewhere to be. Set an alarm, workout your body/mind, get showered and get dressed as i 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.

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/far Make and Share Free Checklists checkli.com