

Working from Home

21 Tips for Effective Productivity

1. **Create a morning ritual** that sets you up for working— a cup of coffee or tea, dressing for work (although sweats are okay if it works for you),
2. **Design a designated workspace** and make it yours. Add flowers for beauty, a candle for peace and anything else you want. Create spaces for others too.
3. **Establish ground rules for others in your space. Honor privacy**— let people know that their confidentiality is being honored and don't have important business conversations in front of others.
4. **Organize your space** and files. Set up the right technology, and make sure you have internet access, software and a good working computer. Empty your trash daily.
5. **Set daily goals** on what you want to get accomplished that day. Think with the end in mind. Ask yourself, "When I get to the end of the day, what do I want to feel good about?"
6. **Create "Office Hours"** or specific work time zones to get your work completed.
7. **Address accountability.** Get clear on expectations from your boss or clients, as well as be clear about what you need from others.
8. **Stay connected** to people who need you and rely on you professionally. Don't just check out. (Consider Skype, Facetime or phone calls with actual faces and voices, not just e-mails or texts.)
9. Use the downtime to **deepen your thoughts** about your work, your creativity, your purpose, your role, your Leadership.
10. **Consider a pivot**, if needed. Perhaps this is a time to expand on-line services, create a new product and pursue a dream job.
11. **Add a new skill** with an on-line class, listen to a podcast, read a book. Add music to the background if it supports you. Get inspired.
12. **Be grateful** for the time at home, and perhaps additional time with family and pets.
13. **Find joy** every single day.
14. **Take full breaks** by getting some fresh air, going for a walk, getting out of the house.
15. **Ask for help** if you need it. Just because you are home alone does not mean you have to go it alone.
16. **Be responsive** to phone calls, texts and e-mail during the workday.
17. **Be of service** and reach out to those in need. Is there a someone who could use what you have to offer (goods or services) that you could donate or discount? This is the time to pay it forward.
18. **Continue your self-care rituals** and try to maintain balance. Don't constantly work just because you can.
19. **Create a proactive plan** now for how you will deal with stress before it's real. This is especially important if you are home for an extended period of time.
20. **Consider some Coaching** for support, growth and moving you to the next level.
21. **Stay positive.** Look for the opportunities, use your faith and remember, this too shall pass.