



## Productively Working From Home

- Clearly define expectations (e.g., roles, deliverables, deadlines) and standards (e.g., frequency of contact, get your work done, return messages with 24 hours, text urgent matters, appropriate times to call) with supervisor.
- Set up a dedicated work space which facilitates concentration, organization, and work/life balance (e.g., when you're not in that space, you're not working).
- Keep the temperature between 68-77 degrees F. [Productivity suffers if warmer.](#)
- Work during your most productive hours of the day and during this time, avoid tasks (like email) that can be done during your less productive hours.
- List your 3 most valuable priorities before you end each day and start the next day working on these priorities.
- Identify what distracts you and triggers procrastination, and develop prevention plan.
- Try the [Pomodoro Technique](#) to power through distractions and get things done in short work intervals.
- Take frequent breaks which [research](#) has shown to improve focus and performance.
- Prioritizes clear, regular communication.
  - Never let your supervisor get side-swiped; if there is a potential issue, be sure you tell them about it first
  - Keep your team up-to-date on the status of projects
  - Assume positive intent and if needed, spend time resolving misunderstandings
  - Provide context to ensure your email/feedback conveys intent
  - Use the right technology for the conversation (e.g., video provides non-verbal cues and encourages team member interactions; phone calls provide tone of voice)
  - [Effectively Facilitate Video Conferences and Webinars](#)
- [Prioritize social connections with co-workers.](#) This could be virtual, synchronous coffee/lunch/happy hour or small talk before/after meetings.
- If you're feeling "down in the dumps", read Mind Tools [Top 10 Personal Morale Boosters](#) to put the spring back in your step.