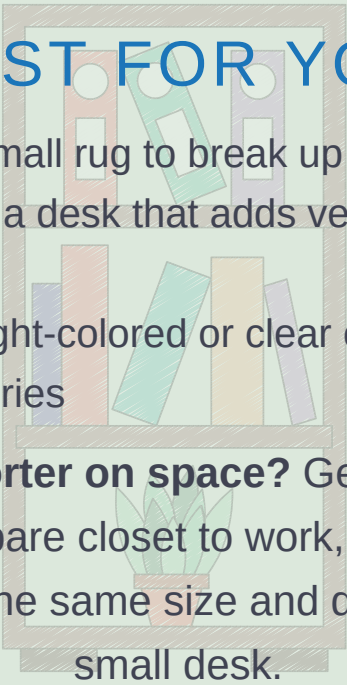# TIPS ON HOW TO CREATE A PRODUCTIVE HOME OFFICE

We have learned a lot about ourselves and our businesses through this pandemic. For those who are looking at the possibility of remote work for the foreseeable future, we have compiled a list of suggestions to help you be successful in your new setting.
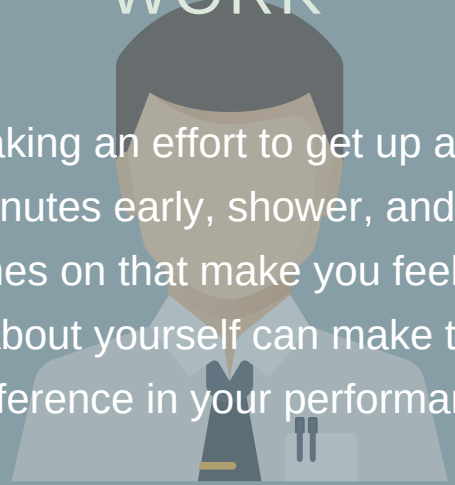
CREATE A SPACE JUST FOR YOU

- Use a small rug to break up the area
- Choose a desk that adds vertical storage
- Use a light-colored or clear chair and accessories

Even shorter on space? Get creative: Put a spare closet to work, which is roughly the same size and depth as a small desk.

GET DRESSED FOR WORK

Making an effort to get up a few minutes early, shower, and put clothes on that make you feel good about yourself can make the difference in your performance.
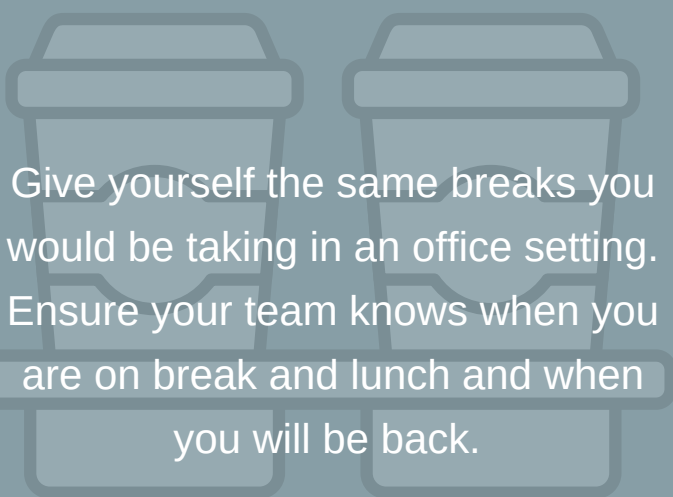
EAT HEALTHY MEALS AND SNACKS

Working from home gives you constant access to any snacks you may keep around. Making sure those snacks are healthy will help you ensure your body is getting the fuel it needs to continue throughout the day.

STICK TO A SCHEDULE

Although it might be tempting to stop setting an alarm in the morning or having set start and end times, that will quickly lead you to feeling like you are stuck in a big black hole.

TAKE BREAKS

Give yourself the same breaks you would be taking in an office setting. Ensure your team knows when you are on break and lunch and when you will be back.

SHUT THINGS OFF FOR THE EVENING

If you do not learn to separate work from home, you will not be successful in the long term. Shutting down your computer and making a to-do list for the next day can ensure you do not feel tempted to sneak back to the 'office' in the evening.

STAY CONNECTED

Although we are working apart, it does not mean we need to feel alone. Video conferences, phone calls, and Zoom coffee chats are all options. No matter what you choose to do, just make sure your team still knows you are there to support them.