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Ways to stay **PRODUCTIVE** while working from home



BUILD A HEALTHY DAILY ROUTINE

Work from home does not mean that you have to be “on” all the time. Build habits that help you maintain a sense of normalcy.

01



MAINTAIN **REGULAR** WORK HOURS. **AVOID OVERTIME.**

SET PRIORITY

02

START AND END YOUR DAY WITH A ROUTINE

AM: wake up, get dressed etc.
PM: take a walk, have coffee etc.



04



SET A DEDICATED **WORK STATION** AND **GROUND RULES** AROUND IT

E.g. Kids not to disturb during work hours.

03

SET FREQUENT BREAK TIMES FOR LUNCH/COFFEE



TAKE CARE OF YOUR PHYSICAL & MENTAL WELLBEING



Change of work environment often causes stress and anxiety. A healthy body and mind will keep you stay productive during this period.

05

STAY ACTIVE. EXERCISE WHENEVER POSSIBLE.



07

MAINTAIN BREAKFAST/LUNCH SCHEDULE. **DON'T SKIP MEAL**



06

SET YOUR DESK AND CHAIR AT **OPTIMAL HEIGHT** FOR A **HEALTHY POSTURE**



08

STAY POSITIVE WE ARE IN THIS TOGETHER



STAY CONNECTED WITH YOUR TEAM



It's easy to feel lonely while working from home. Stay connected with your team to maintain your motivation.

09



CHECK IN WITH YOUR TEAM FREQUENTLY. MAKE TIME FOR **SMALL TALKS**

10



USE **VIDEO** CAPABILITIES DURING MEETINGS

11



KEEP YOUR TEAM INFORMED ABOUT YOUR **PRIORITY & WORK PROGRESS.** **OVERCOMMUNICATE** IF NEEDED.

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ENSURE YOU HAVE ALL THE **TOOLS AND ACCESSES** REQUIRED TO COMPLETE TASKS REMOTELY