

Working from Home



Set up boundaries

Define the limits. When you work from home, it's easy to let work creep into your personal life - and the other way around.



Take breaks

Take a break from your work and workspace to have a refreshment or eat a meal - and decompress before returning to work.



Stretch your legs

Remember to get up and move about! Staying active during the day will help you relax, be more creative, and avoid boredom.



Focus

The quiet of working from home can be deafening at times. If having music in the background helps you relax, make a playlist.



Use to-do lists

Working at home can make your workload feel huge. Use to-do lists and other project management tools effectively to eat the elephant one bite at a time.