12 Ways to stay productive while working from home

We are living in unprecedented conditions and many businesses are working remotely, which may require you to work from home. To help support you, we have put together a few tips to help you stay productive during this time.

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 normality.

1. Maintain **regular** work hours.
   Avoid overtime.
   Set priority.

2. **Start** and **end** your day **with a routine.**
   AM: wake up, get dressed, etc.
   PM: take a walk, have coffee, etc.

3. **Set frequent break times** for lunch/coffee.

4. Set a dedicated **work station** and **ground rules** around it.
   e.g. kids not to disturb during work hours.

Take care of your physical and mental wellbeing

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

5. **Stay active.**
   Exercise whenever possible.

6. Set your desk and chair at **optimal height for a healthy posture.**

7. Maintain a breakfast/lunch schedule. **Don't skip a meal.**

8. **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.

9. **Check in with your team frequently.**
   Make time for **small talk.**

10. Use **video** capabilities during meetings.

11. **Keep your team informed** about your **priority & work progress.**
    Overcommunicate if needed.

12. Ensure you have all the **tools & accesses** required to complete tasks remotely.

Source: International SOS

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