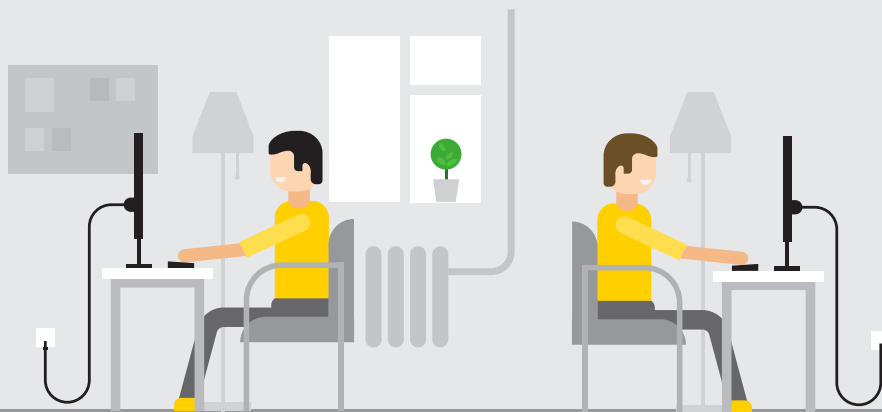


Your ultimate working from home checklist.



Get the right tools for the job.

This must-have list of tools will help you and your employees work together while apart.



Video conferencing.
Zoom or Google Hangouts



Project management.
Asana or Trello



Virtual messaging.
Slack



Collaboration.
GSuite, Microsoft Teams or
Dropbox Paper



Customer service.
ZenDesk

Set up a routine for yourself.

When your work space doubles down as your personal space, it's tough to distinguish the two.

Follow these steps to get into the groove while working from home.



Create scheduled work hours.

Stick to them and switch off once the day is done.



Pretend you are going to the office.

Set an alarm, get dressed, brew your coffee and eat brekkie.



Set up a home office.

It could be your dining table, spare bedroom or living room desk. **Tip:** keep your bedroom and workspace separate.



Establish transitions in and out of work.

Replace the morning commute with a mini-routine to get into the right headspace: think listening to music or the radio. Repeat for the evening commute.



Don't forget to take breaks.

It's easy to lose track of time when working remotely. Set an alarm to remind yourself to get up, stretch, play with the kids or take a walk.



Use the Do Not Disturb setting on your phone.

If you're struggling to switch off, this handy setting turns off all notifications from your phone for a certain period of time.

Other tips for working online.



Avoid total social isolation.

Working remotely often brings up feelings of isolation and loneliness. Pencil in time to FaceTime with friends or video call your employees.



Try to limit distractions.

Tell your family not to bother you during your work hours (or hang up a do not disturb sign on your office door).



Remove social media from the mix.

Log out of accounts on your computer so you're not tempted to scroll the day away.



Figure out when you're most productive.

For some, it's the morning; others, the evening. Complete harder tasks when your productivity is at its peak.



Use music to set the tone.

Find out which music motivates and focuses you on certain tasks, then craft a working from home playlist.



Print me and check me off as you go along