



## 24 Tips for Team Members When Working From Home

1. Maintain a routine schedule.
2. Get ready as if you're going into the office.
3. Set daily goals and have a to do list.
4. Create time blocks for phone calls, projects, etc.
5. Let team members know when you're available and when you're not.
6. Be sure to take breaks, especially for lunch.
7. Make sure your technology is up to date (e.g. high speed internet).
8. Avoid doing personal chores during business hours.
9. Use a communication tool with your team members (e.g. Slack).
10. Take time to connect with team members.
11. Set a finish time every day.
12. Stand up, stretch, and exercise!
13. Plan your snacks and meals.
14. Have a dedicated work space that is separate from your living space.
15. Familiarize yourself with potential distractions (i.e. mail delivery, garbage pickup, etc.).
16. Communicate expectations to those who live with you.
17. Let your team know if you need a break.
18. Find time to interact with your team, family, and friends.
19. Show up at meetings - be seen and heard.
20. Always maintain professionalism.
21. Take personal time off that you have earned.
22. Look for opportunities to focus on your professional growth and development.
23. Play low, soft music in the background.
24. Get comfortable office furniture.



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