

When working remotely, we are faced with different challenges than in the office or on the jobsite. While these challenges can affect our productivity and efficiency, following our tips below can help you stay on-task and support your wellbeing while working from home.



- ▶ **Create and maintain a schedule** — develop a routine that mimics your regular work schedule. Get up at the same time each day, change your clothes, take regular breaks and designate a specific time to end work each day.



- ▶ **Find a dedicated workspace** — fight the urge to work in bed or on the couch. If possible, work at a desk or table to stay more alert.



- ▶ **Eliminate unnecessary distractions** — avoid multitasking, like watching television while working. Having a dedicated workspace can help accomplish this. If you find yourself wanting to watch a show or check social media, build dedicated time for these activities into your schedule.



- ▶ **Develop a routine for kids** — if you have children, consider developing a regular schedule for them that includes screen time, learning time and free play. This schedule can be altered to accommodate for meetings and projects that prohibit you from directly interacting with the kids.



- ▶ **Communicate regularly with your team and supervisor** — managers and teammates should be understanding of the different challenges that come with working from home. Talk to your coworkers regularly to address times when you may be sharing a computer, unconventional work hours and other instances when you're unavailable.

While these are just a few suggestions to make working from home easier and more effective, you can develop additional habits that fit your job and schedule. These tips may even make you more productive once you return to the office!