

# Setting up a Home Office

1. **Set up a dedicated workspace**
  - Have a space in your home that is your workstation
  - An area with as little interference with your home life as possible
  - Establish boundaries
2. **Get dressed**
  - Complete your daily routine to prepare for work
  - Creates the mental mindset of work
3. **Set your work hours**
  - Identify your prime working - when you do your best work
  - Use your energy to your advantage
4. **Plan a schedule for the day**
  - What do you plan to accomplish today?
  - Stick to the plan as close as possible
5. **Break work into smaller segments**
  - Break work into small, manageable segments
  - Tip to manage your time and feel accomplishment
6. **Log your work**
  - Log your work so it's easy to pick up where you left off
  - Ensure a sense of accomplishment
7. **Manage distractions**
  - Limit digital time
  - Close your door if possible
8. **Find time for human contact**
  - Under normal conditions, work outside the home sometimes – in the local library, coffee shops or shared workspaces
  - Use the tools readily available - What's App; Skype; Facetime; Zoom or company specific
9. **Exercise**
  - Take a walk - get fresh air
  - Move about from your desk
10. **Plan your food**
  - Plan lunch and snacks to ensure you eat properly