

WORKING FROM HOME TIPS!

Set a schedule and stick to it

Make sure to maintain regular hours.



Have a to-do list

Before starting your day, list down your priorities. Set specific time slots to complete each task.

Take Breaks

Walk away from your computer screen, and give sometime to yourself during the day to move around.



Communicate

Keep connecting with your boss and colleagues frequently. Keep them up to date on your schedule and other work-related matters.

Be Positive

When you work remotely full-time, you must be positive for yourself and your coworkers.

