

Six Tips For Working at Home



START YOUR ROUTINE

Establish a daily routine! From having breakfast to getting ready as if you were going to work, this will help you mentally prepare for the day.

CREATE YOUR WORKSPACE

Find a space at home where you will work. If you live with others, try to find a space that allows you to close the door and focus.

USE VIDEO CONFERENCING

Take conference or video calls using Microsoft Teams or Zoom. Test your audio and camera to ensure everything is running properly. And, make sure your background looks professional.

COLLABORATE WITH OTHERS

You may be at home, but remember to keep in touch with your coworkers! Use Microsoft Teams to share ideas, ask questions and get feedback.

SCHEDULE BREAKS

Take time to take care of yourself. Whether you are listening to music or making a cup of coffee, it's important to make time to walk away from your computer.

PLAN YOUR DAY

Take 30 minutes at the end of the day to review what you've accomplished and plan for tomorrow. Also, set a reminder to log out and enjoy your evening.

Resources

Below are some other great resources about how to effectively, and boldly, work from home.

- **Frame.io Insider:** [Introducing workflow from home](#)
- **Independent:** [How to be productive when working from home](#)
- **The Muse:** [7 essential tips for working from home](#)
- **CIMA Global:** [4 tips to work remotely](#)
- **BBC:** [How to work from home, the right way](#)
- **Sky News:** [7 essential tips for working from home](#)

FOR THOSE SHARING A HOME:

- **Business Insider:** [How to thrive as a remote worker](#)
- **USA Today:** [How to work at home with a partner](#)
- **The Conversation:** [5 expert tips for working from home in a crowded house](#)

FOR PARENTS:

- **The New York Times:** [Parents Share Their Tiny Victories While Working From Home With Kids](#)
- **CNN:** [How to work from home with kids](#)

FOR FACULTY:

- **Western University:** [Supports for Rapidly Moving Your Course Online](#)
[OWL](#)
- **La Salle University:** [Tips for students engaged in virtual coursework](#)

Stay safe and healthy, Brescia!