



Working from home tips



Routine

Schedule your day just like you would if you were in the office.



Workspace

Workzone an area of your home so that you can leave that space behind at the end of each day.



Logging Off

Log off, just like you do in the office.



Breaks

Break your day up so that you can take regular trips to the kitchen or local coffee shop to maintain engagement throughout your day.



Background

Listen to music, the radio or TV to soften the silence at home.



Communication

Create meaningful conversations and interactions with your colleagues throughout the day to maintain positive relationships with your coworkers.



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