



WORKING FROM HOME Checklist

- Create and maintain a work schedule and regular routine.
- Dress for work.
- Repurpose your commute.
- Design your online image and practice online etiquette.
- Create a proper workspace.
- Turn off the television and social media news.
- Take frequent breaks.
- Mix up your work tasks.
- Build healthy habits.
- Combat loneliness.
- Seek professional help.
- End your work day with this: create your task list for the next day and time block your calendar.