**Helpful Hints for Working at Home**

**Many people have worked from home for years, but it is not for everyone. Unfortunately, with the COVID-19 pandemic we simply do not have a choice. The good news is that we can learn from those that are productive and successful when working remotely. Here are a few hints:**

* **Find and set up a proper and quiet workplace where you can concentrate and avoid distractions.**
* **Keep your regular routine for waking up and going to the office.**
* **Set regular office hours as if you are at the office.**
* **Plan your workday/schedule as if you are in the office.**
* **Take breaks and make sure to get some exercise.**
* **Communication is key and use all tools available including phone, email, text and online meetings.**
* **Equipment should be updated and current and if your internet goes down, have a hotspot backup.**
* **Make sure you have appropriate internet speed, especially with others working or schooling at home.**
* **If you're attending virtual meetings, make sure that you test your connections. If you're hosting those meetings, make sure that you are on early and you have practiced content and technology usage.**
* **Make sure that you have boundaries and your family understands that you are there to do a job.**
* **Find ways to have some fun both at home and virtually with your coworkers. Remember, we’re all in the same boat.**