

MANAGING WORK-LIFE BALANCE WHEN WORKING FROM HOME



Here are a few of our tried and true ways of striking greater balance when working from home:

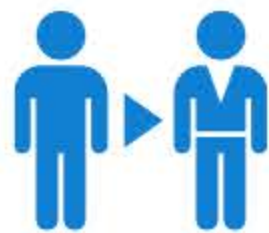
1 WAKE UP TO ROUTINE

A regular routine that features a consistent wake-up time, a satisfying workout, and a good breakfast can go a long way towards setting the tone for a full day of productivity. For extra efficiency, add in an educational or inspirational podcast while you work out!



2 GET DRESSED

Taking a shower, grooming, and dressing as though you were going into a “real” office can help you jumpstart – and maintain – a more professional mindset for the rest of the day. Side bonus? You’ll always be ready for an unexpected video call, coffee meeting, or last-minute errand!



3 CREATE A DEDICATED WORK-SPACE

The separation between your work-space and your family space gives everyone at home a visual reminder of where different activities take place, decreasing activity overlap and maintaining your work/life boundaries.



4 PLAN AND PROTECT YOUR TIME

Planning and protecting your work time with specific working hours, deadlines, and goals creates boundaries by limiting your time, which makes your work hours more productive.



5 PAUSE WITH PURPOSE

Breaks could be exactly what you need to be more productive and happier overall. Non-negotiable hourly computer breaks, walks outside, and proper lunch breaks will actually increase your mental, emotional, and physical wellbeing and help you to focus better at work and at home.



6 DON'T LET TECHNOLOGY TAKE OVER

Communicate to your team your general work hours, be responsible in letting clients know when you are – and aren't – available, and make a pact with yourself to let go of the tools when it's not work time.



7 TURN OFF

Write a list of to-dos for the next day (they'll be there when you get back!), turn off your work technology, physically close the door to your work-space, and structure intentional days off where you say no to work completely.

