Work From Home Productivity Tips

After 20 years of working from a home office, and with 90% of Sitation's employees telecommuting, I can offer some advice on how you and your team can stay happy, healthy, and productive when working remotely.

1 Establish a Workspace

You won't be effective if you're cramped, uncomfortable, or constantly moving your stuff around. Stake out a desk or table in a quiet, private area of your home to make your new workspace. Pro tip: get a second monitor and a real mouse.

2 Keep Regular Hours

Wake up at your regular time, eat, shower, and *go to work* (at home!). Block time as you would at the office. Eat lunch at regular time. And very importantly, disconnect at your regular time, and *go home* (stop working!).

3 Don't Multitask

It's tempting to turn on the TV or to combine personal and work tasks throughout your day. Don't do it – you'll find yourself unproductive and discouraged by the distractions, slow progress, and low quality of work.

4 Socialize

You won't have social interactions in the break room or cafeteria, and you will miss them. Make small-talk with coworkers or schedule social calls/chats with your team. In your off-work hours, call your friends and enjoy quality time with your family.

5 Move

This one is critical – you move a lot less when you work from home, so you must actively seek out opportunities to get some exercise. Go for a walk in the morning, take a call while on the treadmill, hit the gym at night. Your body and mind will thank you.

6 Use Productivity Apps

It's 2020 – no need to retreat to email all the time. At Sitation we use Slack, Zoom, and ClickUp as our team productivity tools. We have video meetings every day, cameras on. It's rewarding and inspiring to meet with your team, wherever they are.

** Stay positive and challenge yourself to do your best work. You can do this! **

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