Working-from-home Tips & Lessons Learned

- Set regular work hours just as you would if going into the office every day, including a lunch break.
- Shower and get dressed *before* checking email. Otherwise, you may never get out of your pajamas!
- If you don't have a home office, find another space that:
    - is well-lit,
    - has a door that you can close if necessary for added privacy and to reduce any background noise, and
    - has a nice table on which to place your computer and other work items as well as a comfortable chair.
- Share an online calendar with co-workers. Since you can't walk down to your co-worker's office to see if they're free, you'll have to rely on the online calendar to keep track of one another's whereabouts. It's also helpful to note on your calendar when you're working on time-sensitive tasks, like grant writing, that require your undivided attention. That way, your co-workers will know not to disturb you during that time.
- Use other online resources and technology - e.g., Zoom, Dropbox, shared drives, Salesforce, Trello, Ning, etc. - to help staff feel more connected to one another while working from home and to keep work files organized and protected.
- If you have a child or pet at home, make sure their needs are met prior to getting on a conference call or videoconference. This should help to reduce the chances of them interrupting your meeting, although this certainly isn't foolproof because children and pets have minds of their own.
- Create a To-Do list every morning to help you stay focused and on task.
- Make sure you have all of the office essentials - e.g., paper, post-it notes, pens/pencils, a stapler/staples, access to a printer, mobile work phone, strong WiFi connection, etc. - to help you be as efficient and effective as possible while working from home.
- Take advantage of this opportunity to work from home by preparing home-cooked meals, incorporating exercise into your day, drinking more water, and enjoying quality time with loved ones.