# **Working from home tips checklist**

* **Craft a daily work routine:** To put it simply, do what you would do in the office. Follow a certain schedule, structure your breaks, and in general, create rituals. This will help you stay more focused and keep your energy at a good level.
* **Stick to your working hours:** In the same tone, retain your working schedule as much as you can. We expect you to work for specific hours per day; if you need to change this plan for personal reasons, discuss it with your manager first. Let your team members know when they can reach out to you throughout the day and be available to them – they will be there for you, too.
* **Stay online:** It’s important to stay connected with your team and colleagues. Check your e-mail and [*messaging app*] regularly to receive your team’s requests and questions. Keep your calendar updated and hop into meetings with your camera and mic on. If you face issues with any of your primary tools, [e.g. *mention main tools or apps*], reach out to [*IT/other department*] at [*address and/or phone number*] to work on quick solutions and inform your team leader about it.
* **Check your internet connection:** Make sure you have a secure internet connection and fast enough to keep things rolling at all times. Follow all internet security guidelines diligently and do not connect to untrustworthy providers.
* **Create a workspace:** Having a dedicated room/desk/corner, where you can sit comfortably solely for work, will help you concentrate more. Keep all essential items within your reach. If you live with family or roommates, be transparent with them about your expectations during work time, especially when you are in calls/meetings with colleagues, customers, and partners.
* **Limit distractions:** Whether that’s scrolling through social media or cooking your lunch, it’s better to separate work from personal duties. This will enable you to retain your focus and dedicate your time to your duties.
* **Share your thoughts with your manager and team:** Working remotely sometimes can lead to the fear of missing out. Remember that your manager and team members are always there to hear your ideas and updates. Welcome their feedback to boost your performance and feel free to openly communicate your concerns with your teammates.
* **Remember to socialize and have fun**: Relationships with colleagues are important. Having them around only virtually can become confusing. The good thing is you can still get to know them during 1:1 meetings and calls. Share a laugh whenever you can, and socialize. We trust that you know how to keep things in balance.