8 Tips for Unexpectedly Working from Home

These simple tips will help make your days more productive and less stressful.

1. Start your day as if you were coming into the office. It will help you get into the right headspace for work.
   • Change out of your PJs, shower, get dressed, eat breakfast. While it’s tempting to work in your pajamas, you might get caught off-guard with an emergency video call.
   • Have a faux commute. Go outside for a few minutes before you start your day to simulate a commute. Light & fresh air will help awaken your senses.

2. Resist the urge to turn on the TV or radio
   • The constant news updates will distract you from your work.
   • If it feels too quiet, try turning on soft instrumental music. You can use Spotify or Pandora to look for playlists.

3. Pick a dedicated workspace. Having a consistent space for work will trick your brain into getting into work mode.
   • Stock your temporary workspace with paper, pens, ear buds, a water bottle, etc, so you don’t have to constantly get up and look for supplies.
   • Have headphones or ear buds handy for conference calls, meetings, or videos. They help cancel out noise & distractions.
   • Keep your space clean & organized.
   • Although it’s tempting, don’t eat at your workspace.

4. Communicate
   • Update your location status and hours in your email signature, Outlook calendar, Skype, and voicemail.
   • Make sure your team knows how to reach you & stay in contact frequently.
   • Communicate with those in your household when you will have conference calls or meetings and cannot be disturbed (visible but not available).
   • Make a sign for your door (or to put up at your desk) when you are on a call.

5. Stick to a schedule
   • Build a schedule just as you would do if you were onsite.
   • Block out what you need to do in chunks, task by task.
   • Make daily to-do lists. Check off what you accomplished. Seeing tangible results will help keep you focused and motivated.
   • Don’t mix household chores with your work tasks. As tempting as it is to want to empty the dishwasher or do laundry, it starts to blur the lines between work and home.

6. Remember HIPAA/Privacy guidelines
   • Be extra diligent about protecting the privacy of patient information and internal communications.
   • Keep confidential materials and patient information out of sight from others in the household.

7. Take care of yourself
   • Don’t forget to take breaks & lunch.
   • Take your breaks and lunch away from your workspace. You need that time to decompress.
   • Get outside! Fresh air does wonders for your concentration and mood.
   • Drink plenty of water.

8. End your day with a ritual that will teach your mind to stop work and disconnect
   • Check your schedule and tasks for the next day.
   • Clean and organize your workspace for tomorrow.
   • Shut your laptop and take a deep breath.
   • Use apps such as Headspace or Calm to provide you with a guided mediation. It’s amazing what a few minutes can do to lift your spirits and help you focus on your family after your work is done.