How to Work From Home Effectively

Tips for Working From Home Effectively

1. **Get started early.** When working in an office, your morning commute can help you wake up and feel ready to work by the time you get to your desk. At home, however, the transition from your pillow to your computer can be much more jarring. Believe it or not, one way to work from home productively is to dive into your to-do list as soon as you wake up. Simply getting a project started first thing in the morning can be the key to making progress on it gradually throughout the day. Otherwise, you'll prolong breakfast and let the morning sluggishness wear away your motivation.

2. **Pretend like you are going into the office.** The mental association you make between work and an office can make you more productive, and there's no reason that feeling should be lost when telecommuting. When working from home, do all the things you'd do to prepare for an office role: Set your alarm, make coffee, and even wear clothes you would wear to work.

3. **Maintain regular hours and structure your day.** When working from home, you're your own personal manager. Have a set schedule and stick to it…most of the time! Sometimes flexibility is required and beneficial. But without things like an in-person meeting to break up your day, you can be quick to lose focus or burn out when working from home. To stay on schedule, segment what you'll do and when over the course of the day.

4. **Choose a dedicated work space.** Just because you're not working at an office doesn't mean you can't, well, have an office. Rather than cooping yourself up in

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your room or on the couch -- spaces that are associated with leisure time -- dedicate a specific room or surface in your home to work.

5. **Work when you're at your most productive.** Nobody sprints through their work from morning to evening -- your motivation will naturally ebb and flow throughout the day. When you're working from home, however, it's all the more important to know when those ebbs and flows will take place and plan your schedule around it. To capitalize on your most productive periods, save your harder tasks for when you know you'll be in the right headspace for them. Use slower points of the day to knock out the easier, logistical tasks that are also on your plate.

6. **Use technology to stay connected.** Working from home might help you focus on your work in the short term, but it can also make you feel cut off the larger operation happening in the office. Instant messaging and videoconferencing tools can make it easy to check in with coworkers and remind you how your work is contributing to the big picture.

7. **Communicate expectations with anyone who will be home with you.** Of course, you might be working from home but still have "company." Make sure any roommates, siblings, parents, spouses, and dogs (well, maybe not dogs) respect your space during work hours and let them know your schedule (e.g. I'm going to be working from 8:30am-12:30pm and then taking a break for lunch." Just because you're working from home doesn't mean you're home. If noise bothers you, try wearing noise-cancelling headphones.

8. **Schedule clear breaks and take them!** It can be so easy to get distracted as a telecommuter that you avoid breaks altogether. Don't let the guilt of working in the building you sleep in prevent you from taking five to relax. Rather than just opening YouTube and watching some comfort clips, however, use your breaks to get away from your desk. Go for a walk outside or spend time with others who might also be in the house.

LinkedIN's Free Learning Path for Working From Home

LinkedIN has a free learning path with 16 online courses that can help. These courses feature top tips from remote work experts to figure out how to:

Maximize Efficiency and Productivity of Remote Work

New to working from home? These courses provide work/life hacks that can help you create a productive remote work environment, optimize your schedule for peak productivity (including meaningful breaks to help you avoid burnout), and show up the way you want to on video conference calls:

1. Working Remotely – 1 hr

2. Time Management: Working From Home – 1 hr 25 min

3. Productivity Tips: Finding Your Productive Mindset – 59 min

4. Executive Presence on Video Conference Calls – 34 min

Manage the Impact of Adjusting to Your New Work Environment

Your well-being is inextricably linked to productivity. The transition from an office environment to a remote work environment can throw us off balance. Learn how to bounce back and shift the relationship with your stress response with the help of these courses:

1. Thriving @ Work: the Connection between Well-being and Productivity – 41 min

2. Managing Stress for Positive Change – 57 min

3. [Building Resilience](#) – 34 min

4. [Developing Resourcefulness](#) – 18 min

Remotely Manage and Lead Teams

Managing and leading teams under normal circumstances has its challenges. So, how do you lead a team remotely and make sure to keep your people engaged? Learn how to encourage productivity, engagement and boost morale remotely with the following courses:

1. [Leading at a Distance](#) – 36 min

2. [Managing Virtual Teams](#) – 56 min

3. [Leading Virtual Meetings](#) – 32 min

Get to Know Your Remote Work Productivity Tools

For many of us, a new work environment means new virtual technology. Get to know the productivity tools that will help you connect with colleagues when you're not in the same physical location:

1. [Learning Zoom](#) – 45 min

2. [Learning Skype](#) – 1 hr 4 min