



*Desk set up?
Chair set up?
Computer set up?
Supporting tools set ?*

**DEDICATE
WORKSPACE**

**DEDICATE
WORKTIME**

*Office hours set?
Priorities for the day determined?
Virtual meetings confirmed?
Dressed for the day for impromptu on camera requests?*

**DEDICATE
DOWNTIME**

*Scheduled break times?
Made time to get outdoors?
Made time to meditate or simply daydream?
Took time to eat without technology?
Took time to connect with a close friend ?*

**Commit to
Working
Well from
Home**

**WORKING
TECHNOLOGY**

*Software updated?
Pre-meeting audio/visual tests run?
Camera/light/background arranged to share your professional best?
Audio/visual is muted when appropriate?*

**COMMIT TO
HEALTH**

*Eating healthfully and often enough?
Performing weight-bearing/resistance exercise every day for at least 10 minutes?
Stretching before start of day and throughout?
Remembering to breathe, especially during stressful moments?*

**COMMUNICATE
NEEDS**

*Manager knows what I need to do my best work?
Colleagues know what I need to do my best work?
Family/friends/housemates know what I need to do my best work?
Acknowledge and honor what my own needs are to do my best work?*



Working from home, like any office, can have benefits and barriers. The biggest barrier to successfully working from home is designating a space - physically and mentally - that helps establish boundaries for yourself and others.

Whether in a studio apartment at the kitchen table or a house with a dedicated work room, it's important and possible to create a space that helps you remain engaged and productive.

These tips will help guide you in establishing a work-from-home environment that supports your overall wellbeing and contribute to you doing your best work, no matter where you are.