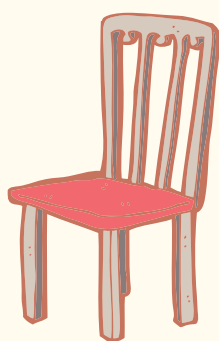


A Work from Home Playbook

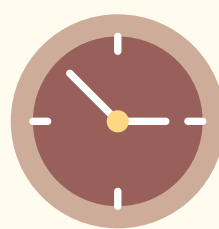
9 Ways to Manage



WORK in only designated areas!

Your brain will start to associate work with your couch like Pavlov's dog started drooling at the sound of a bell. A mere association does the trick.

Create a uniform.



SET OFFICE HOURS

This can look different for every person out there. Plus, it can vary week-to-week. The main idea is to have boundaries between work and home.



If you work outside of normal hours ...stay in your workspace!

If you absolutely need to work outside of your office hours, make sure you stay in your work area so your brain doesn't get confused.

Know your most productive hours.



Some people are more creative during the night compared to in the morning.

Practice self-awareness.

You'll be able to better manage your moods, mindset, and productivity levels.

Have a routine, or a few key habits.

Your brain and body like to know what to expect. Even if it's something small.



Manage Screen Time

Set timers for the apps you love to get lost on. You can also leave your phone in the other room or in a drawer where you can still hear important phone calls.

Schedule Tasks

This will keep you focused and on track, because you'll know exactly what you're supposed to be doing.