gamelearn

10 no-stress steps to staying productive and healthy while working from home

1 Find a **comfortable workspace** that allows you to organize what you need for the job.

2 **Define your schedule** and set a clear boundary between your personal and work hours.

3 **Prepare for the workday** and get dressed as if you're going to the office.

4 Make sure to **get rid of all distractions** during the workday. Turn off your phone and let your roommates know you won't be available.

5 Focus on your **3Ts** based on your responsibilities and objectives for the day.

6 Follow the same **cybersecurity measures** you have at work to avoid cyberattacks at home as well.

7 **Communicate more than ever** with your team and make sure your messages are clear.

8 Be mindful of the clock and remember to **take breaks** to balance out the workday.

9 **Turn on the camera** on video calls to foster better communication.

10 **Stay online** at all times in case someone needs you.