STAYING PRODUCTIVE DURING QUARANTINE

SET-UP YOUR WORKPLACE

Choose a spot that's isolated from the main areas of your home where people are usually concentrated around. Once you've chosen a spot, set up all your necessary tools. This can include everything from your computer, to notebooks and pens, project plans and even the computer programs you need to work effectively.

MEAL PREP

This is crucial to make your workday more efficient. Rather than having to spend time in the middle of your work day cooking, get your meals ready every Sunday for the work week, all you have to do is heat them up and they'll be ready to enjoy. This will also make your lunch break feel like an actual break!

CREATE A ROUTINE AND STICK TO IT

If you normally drink coffee at the office before starting your workday, do the same while working from home. These small tasks will give you a sense of normalcy and allow you to better adjust to your new work setting. As your work hours are the same, this routine will help you segment your day and get tasks done in a more timely manner.

SET OFFICE HOURS

This is a crucial step for your mental health. Setting a line between your work and home life is necessary now that they're taking place in the same space. Whatever your office hours are, make sure to stick by them and share them with coworkers and business colleagues. Once these boundaries are set, enforce them politely if someone calls outside of office hours.

CHECK IN WITH YOUR TEAM

We've mentioned this in our previous blog posts, but it's key for working remotely. Knowing what everyone is doing is important for your tasks at hand. Checking in with the team also helps you gauge the status of important projects and sets accountability for everyone involved.