

Working From Home Can Be A Challenge



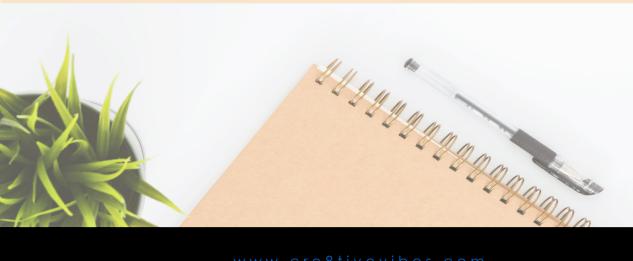
Here Are A Few Best
Practices That Will Help You
Survive A Virtual Working
Environment



Daily Checklist to Survive A Virtual Working Environment

Adjusting to working from home is a simple mindset. Take some time to do these things each day.

- Strong Wi-Fi Connection
- Mute Your Notifications On Your Phone
- ☐ Find A Dedicated Work-space In Your Home
- Schedule Your Breaks And Social Calls
- ☐ Keep healthy Snacks Near By
- ☐ Turn the Television Off
- ☐ Use your Resources and Technology
- ☐ Stay Active Get Up And Move Once Every Hour





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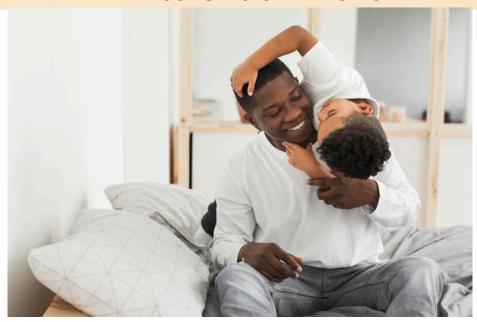
Not used to your spouses "work ethic"? Now is the time to get your **HOUSE RULES** in place so no one's feelings or toes get stepped on.

☐ Separate quarters - Decide who is working where
☐ Sync up your schedules -Respect one another's hours
☐ Privacy Please! - Take phone calls in another room
□ No Distractions - Turn the Television Off & use your earbuds
☐ Use Your Words – communicate your frustrations don't hold it in.
☐ Afternoon Delight - Schedule Your Breaks Together



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With Your Children At Home



- ☐ Create an activity schedule for your children.
- ☐ Use a timer and take scheduled breaks to spend time with as a family.
- ☐ Respond to emails and complete task early in the morning or late at night.
- ☐ Try to schedule your children's schedule (movie time, nap time, etc.) Around your work meetings