



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





Daily Checklist to Survive A Virtual Working Environment



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



Daily Checklist to Survive A Virtual Working Environment 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