No matter your work environment, these tips will ensure you’re more successful, both at getting your work done and at maintaining your mental well-being. In addition to these tips we’ve outlined some tricks to help you maximize your time in your virtual office.

**FOCUS**

**MANAGE PRIORTIES AND DEADLINES**

**BE A TEAM PLAYER**

**THE RIGHT MINDSET!**

**WORK-LIFE BALANCE**

1. **FOCUS**
   - **Establish a dedicated workspace:** Give yourself room to spread out and pick a place that offers adequate lighting and the least number of distractions possible.
   - **Create routines:** Structure your day like you would in the office. If in the office your day starts with a cup of coffee and checking your email, continue this practice in your home office space.
   - **Get and stay organized:** At the end of each work day, clear the clutter from your desk. That way, you will feel energized—and not deflated—when you sit down at your desk tomorrow.

2. **MANAGE PRIORITIES AND DEADLINES**
   - **Prioritize projects and tasks:** Break down large projects into smaller, less intimidating tasks, and set time limits and milestones for when each step needs to be completed. Then dive in right away to ward off procrastination.
   - **Maintain a daily/weekly to-do list:** Keeping a to-do list will help you stay focused and on track, it also gives you a sense of accomplishment and gives you a visualization of progress. Daily or weekly lists work—find the format that works for you.
   - **Stay on schedule:** To stay on schedule, segment what you’ll do and when you’ll do it over the course of the day. If you have an online calendar, create personal events and reminders that tell you when to shift gears and start on new tasks.
3. BE A TEAM PLAYER

• **Communication is key – stay connected**: Be vigilant about staying connected! Find the right tools to keep you and your team connected. Whether it’s GoToMeeting, MS Teams, or other available tools, find easy ways to check-in with coworkers and teammates regularly.

• **Stay flexible**: Just as it’s important to have a schedule and a plan for the day, it’s also important to stay flexible so that you can be there for your teammate who’s struggling or had an emergency come up.

• **Make team building a priority**: If you’re not having weekly team meetings...start now! Begin each meeting with a quick one word check-in (one word that describes how you are feeling about XYZ, or one word that describes your weekend). These meetings should be about building the rapport of the team just as much as it is about the status of projects.

4. THE RIGHT MINDSET!

• **Find the right playlist for the task at hand**: The best playlists are diverse playlists -- that match the energy of the project you're working on. Finding what music motivates and focuses you for different tasks can completely change your productivity level and your mood!

• **Communicate your expectations with others working from home**: If anyone else is going to be at home when you’re working, be clear with them, that when you're in your “office” you’re working and the importance of respecting your space during work hours.

• **Have some fun**: Working from home has its benefits. Enjoy the perks by working from your patio on a nice day or taking your dog for a walk during your lunch hour. But, after enjoying a quick perk, get back to work and back on track quickly.

5. WORK-LIFE BALANCE

• **Self-care**: Self-care is any activity that we do deliberately in order to take care of our mental, emotional, and physical health.

• **Take 5!** Breaks, like eating lunch, can recharge you to do better work. Take a short walk mid-day or make your to-do list while sitting on your porch – fresh air is great for your mental health and can reenergize you.

• **Pick a definitive finishing time each day**: Create a daily notification. Knowing the work day is technically over can help you start the process of saving your work and calling it quits for the evening.

• **Create boundaries**: Boundaries are paramount to keep you from experiencing burn out. They don’t have to be overly formal, or overly significant – they just have to work. Consider what those cues are when working in the office and try to replicate that.

• **Manage stress**: Managing stress starts with being kind to yourself. Allow yourself to feel just as much success as you do loss. Remind yourself regularly why you do what you do, and that you are valued by those you work with and those you serve.