

WORK FROM HOME WITHOUT A HOME OFFICE



GET READY FOR WORK

Comfortable. Casual. Clean!

There is a sweet spot on the spectrum between a suit and a bath robe; it likely starts with a shower. Find it.

When you feel dressed to be productive, you will be productive.



WORK IN SPRINTS

Set a 90-minute timer and get going.

Choose a priority and get to work on it. When the timer goes off, enjoy the fact that you are working from home and take a walk around the block (mine takes seven minutes) or something else you enjoy. Continue with another 90-minute work sprint.



DESIGNATE A WORKSPACE

Locate your home "office"

Choose a space or surface to be your office. When you are in it, work. When you are not working, leave the space. If you are used to a large monitor, connect your laptop to a tv for large-screen capabilities; it's a game changer!



RETAIN A "COMMUTE"

Go to work - even if across the hall.

Choose your start time and say goodbye to your family; let them know you are going to work and will see them at lunch or the end of the day. Share your schedule for the day and let them know when you will be unreachable.



STAY CONNECTED

Don't rely exclusively on email.

Certain work is best done collaboratively. Schedule your solo work time and also block time to collaborate. Leverage such tools as web-based file sharing, video conferencing, and phone calls, Invest in a headset and follow [meeting best practices](#).