TIPS FOR WORKING FROM HOME

Georgetown TEXAS EST. 1848

Use best practices for virtual meetings
Periodically stop for questions and utilize the chat function as a virtual "raise your hand" for questions. Use mute unless speaking to minimize static and background noise. It is also helpful to only have the documents and windows that you need for the meeting in view to keep yourself from trying to multi-task.
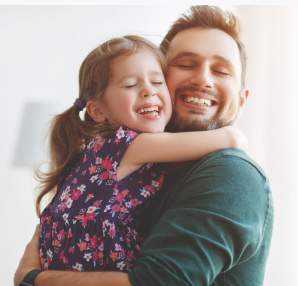
Create a designated work space
Set up an area that is quiet and away from anything that reminds you of your household chores, such as laundry to fold. Try to choose a space similar to your work environment, such as at a desk or a table, rather than on the couch.
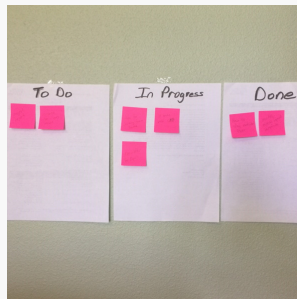
Start a visual management board (VMB)
A VMB will help you keep sight of the tasks you are working on. To create an at-home VMB, take 3 pieces of paper and label them as: To Do, In Progress, and Done. Tape or tack them up near your work space. Using small post-it notes, write down your work tasks and post them on the appropriate page.

Set ground rules with others you share the space with
If you are sharing your home space with others during this time, consider setting some ground rules to minimize interruptions while you are working. Let them know when you will be able to interact with them and consider locating yourself in a different room if possible.

Move from paper to digital filing
Do you usually print out invoices or credit card receipts and file into a folder at your desk? No need to get behind on this! You can still keep up with these items by creating a designated folder on your company's shared drive. If you need to have it printed, you can easily do so at a later time without searching through emails.