











# 10 Tips To Help You Work Successfully From Home

<p><b>#1: Get Up, Shower, And Get Dressed</b></p>		<p>Follow the same routine you would as if you were in the office, it will set the tone for your day!</p>
<p><b>#2: Make A To-do List</b></p>		<p>Make a list and then prioritize them, do what is important first!</p>
<p><b>#3: Your E-Mails</b></p>		<p>Keep your e-mails brief, concise, and formatted for easy reading.</p>
<p><b>#4: Find Where You Can Get Resources to Get Things Done</b></p>		<p>To help you get things done, call your contact(s) and ask for help.</p>
<p><b>#5: Keep Your Television Off</b></p>		<p>Distractions are easy when the TV is on, eliminate those distractions by keeping it off.</p>
<p><b>#6: Keep Your Chores to Non-Working Hours</b></p>		<p>Plan time for after working hours to complete your chores, a post work to-do list may help.</p>
<p><b>#7: Get Outside and Take A Walk or Run</b></p>		<p>Fresh air and a change of scenery will help us from becoming irritable and restless.</p>
<p><b>#8: Set Expectations for Your Family</b></p>		<p>Let them know when you will be working, work together to minimize disruptions when possible.</p>
<p><b>#9: Keep Your Background Noises at Bay</b></p>		<p>Use your mute button when you are not speaking on a conference call.</p>
<p><b>#10: Identify a workspace</b></p>		<p>This may help you separate work and home and increase your productivity.</p>