Working from Home Checklist

- ◻ Establish a designated office space in your home
- ◻ Set up an ergonomically correct workstation
- ◻ Organize your office space according to the frequency with which you use items
- ◻ Secure equipment and support you need to get the job done effectively
- ◻ Use a Virtual Private Network (VPN) if you are connected to a public Wi-Fi network
- ◻ Establish ground rules with people living in your home
- ◻ Outline and maintain physical, social and temporal boundaries
- ◻ Reach agreement on goals, expectations, timelines, assumptions, and constraints
- ◻ Articulate precisely what you are supposed to deliver
- ◻ Define working hours and stick to the schedule
- ◻ Establish a morning routine that gets your work day started on a positive note
- ◻ Take the time to get dressed professionally
- ◻ Create detailed plan of the work you want to accomplish for the day
- ◻ At the end of the day review how much of the work you have actually accomplished
- ◻ Examine possible reasons for the discrepancy between the planned and accomplished work
- ◻ Focus on achieving measurable results, not just on activities and tasks
- ◻ Identify key stakeholders and develop appropriate communication strategies
- ◻ Provide the right information to the right people at the right time
- ◻ Prevent information overload by controlling the timing and volume of information you send
- ◻ Schedule blocks of quiet time for work that requires concentration and uninterrupted thinking
- ◻ Set aside dedicated times to review and respond to messages
- ◻ Organize incoming messages according to their urgency and importance
- ◻ Allocate time for higher priority tasks that are important, but not necessarily urgent
- ◻ Set your own checkpoints to keep yourself focused, efficient and accountable
- ◻ Reward yourself when you meet the self-imposed deadlines
- ◻ Monitor how you spend your time and align your commitments with true priorities
- ◻ Break the complex tasks down into smaller and more manageable steps
- ◻ Avoid procrastination and eliminate distractions from your environment
- ◻ Create contingency plans to deal with the unexpected risks and problems
- ◻ Reach out to your colleagues to bring recurring issues to closure
- ◻ Practice safe behaviours and use error prevention tools
- ◻ Take regular breaks and reduce excessive reliance on sustained attention
- ◻ Avoid making changes and unnecessary adjustments to a stable work process
- ◻ Ensure privacy, confidentiality and security of sensitive information
- ◻ Eliminate temptation to check social media while you are working
- ◻ Ensure compliance with all applicable policies, standards, laws, and regulations
- ◻ Turn off all unnecessary notifications from various apps
- ◻ Delegate selected tasks to other people to build their confidence and competence
- ◻ Stay in touch with your colleagues to alleviate feelings of isolation and loneliness
- ◻ Create the list of tasks and assignments that have to be done the next day
- ◻ Make learning and professional development an integral part of working from home
- ◻ Acknowledge and value the contributions of all people involved in your work

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