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