

# Working from Home Resources and Best Practices

1. Get dressed for the day. When the alarm goes off in the morning, get up and prepare for work as you usually do. Dress with the expectation that you will be video chatting with your co-workers.

2. Don't work where you sleep. If possible, find a space away from your bedroom to work. Set up a separate workspace that can be free from as many distractions as possible. Here are basic items:

- Comfortable chair
- Desk with computer connected to internet
- Printer (do you have ink? Plenty of printer paper?)
- Cell phone
- Surge-protected power source
- Pens and pencils
- Notepads
- File folders
- Optional: Headphones or ear buds (for higher-quality communication during conference or video calls). Even better, a set of headphones with a microphone minimizes background noise.

3. Use available technology to communicate often. Aside from basic email and text messaging, here are some apps to check out:

- [Slack](#)
- [Google Hangouts](#)
- [Zoom](#)
- [Skype](#)

(DBA will be hosting ZOOM meetings periodically, so getting familiar with this application would be helpful).

--Remember to respond to co-workers promptly, just as you would at the office--

Recommended: Check in with your co-workers at the beginning and end of each workday. Review goals and tasks that need to be completed.

4. Make a daily "to do" list

5. Set specific goals for the week and month.

6. Consider using the "[pomodoro](#)" method for keep on task. It's a fun way to manage your productivity.

- Work in 25-minute segments (or "pomodoros")
- After 25 minutes, take a short (5-minute) break
  - Every 4 "pomodoros" (or about every 2 hours), take a long (10-minute) break.

--[Here's a Pomodoro Timer to use if you want to try this](#)--

7. If you are having trouble focusing, get outside and take a brief walk (but stay 6 feet away from other walkers)! Physical activity will sharpen your focus.

8. Check in with your co-workers at the end of each day. Be transparent about challenges to your productivity, and problem-solve together.

**Additional tips if you have children at home:**

1. Create a schedule for your children. They need an organized day, too!
2. If you are utilizing the pomodoro technique of working in 25-minute segments, spend your long breaks with your kids. They'll soon learn that they get your undivided attention for 10 minutes every hour. Hopefully, this will minimize interruptions during your 25-minute work segments.
3. Make a STOP and GO sign for your office space, letting kids know when they can enter.
4. If your spouse is working from home, too, try to stagger your 25-minute work segments so that one parent is available to kids for undivided attention more often during the day.

## Sources:

[www.francescocirillo.com/pages/pomodoro-technique](http://www.francescocirillo.com/pages/pomodoro-technique)

<https://www.nytimes.com/2017/09/19/smarter-living/work-at-home-tips-advice.html>

[www.cnbc.com/2020/03/16/how-to-work-from-home-with-your-kids-during-the-coronavirus-outbreak.html](http://www.cnbc.com/2020/03/16/how-to-work-from-home-with-your-kids-during-the-coronavirus-outbreak.html)