Tips for Working from Remotely
(Click image to watch video)

## 1. Create and work in a dedicated workspace.

2. Make a schedule and stick to it.
- Establish a pre-work routine similar to your pre-Coronavirus routine.
- Leave your workspace for breaks and lunch.
- Leave, clear up or close off your workspace at the end of the workday.

3. Set boundaries on time and with people or pets.
- Your work should have a start and an end time.
- Set your work hours and take breaks.
- Use your Annual Leave and take your days off seriously.
- Say NO to interruptions from people or pets in your life by managing expectations.
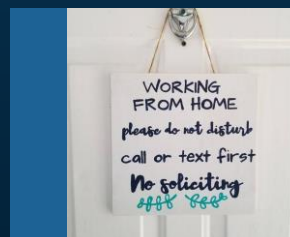
Watch video above for more information.