How to Stay Focused While Working From Home

Working from home can be an enjoyable experience for many. However, some find it hard to stay focused and miss the routine of traveling to and from their office every day. The following tips can help keep you focused and motivated while working from home.

Establish a routine.

If you're not used to working from home, you might experience a decrease in your productivity and creativity. This is common, and you aren't the only one. Establishing a routine can help.

- Set a daily alarm.
- Keep a consistent morning routine such as a morning jog, breakfast and a shower.
- Avoid working in your pajamas all day. Getting dressed can help you get into work mode.
- Establish an end-of-day routine to help you transition from work mode to personal time.

Keep moving.

Without your daily commute to the office, you're probably moving around less than usual during the day. This can adversely affect your focus and productivity. Try the following tips.

- When possible, take a walk around your house while on your conference calls.
- Create your own standing desk by placing your laptop on a stack of books.
- Try spending mornings at your home desk and afternoons on your porch for a change of scenery.

Set goals.

If you're not leaving home as often, sometimes it can feel like the days run together. Try ending each day by creating a checklist of simple professional and personal items you'd like to complete the following day such as:

- Schedule a team meeting.
- Check in with family.
- Organize my sock drawer.

Stay connected.

Remote working can lead to loneliness and add challenges to brainstorming and workflow. Find ways to stay connected to your coworkers such as:

- Try to hold regular virtual meetings.
- Remind your fellow team members of important goals.
- Encourage one another to follow best practices.

Nothing is more important to us than you.

For the latest coronavirus news, guidelines and answers to your questions, visit CoronavirusResourceHub.com.

AdventHealth