

How to Make Working From Home Easier

Working from home can be challenging, with multiple distractions and different priorities vying for your attention during business hours. The following tips can make things easier and set you up for long-term success.

Write and prioritize a to-do list for your day.

A to-do list gives you a nice visual aid to help you determine how to spend your day or week. Arrange your list in order of importance and update it daily.

Use headphones to quiet external noise.

Noise-canceling headphones can help you keep your concentration, by blocking out distracting sounds such as dishes, housemates and televisions. Playing music or using a white-noise machine can also create a steady aural atmosphere that drowns out bothersome sounds.

Set work-hour boundaries.

Set clear expectations about when you're working and when you're not, and then enforce those boundaries. Try not to let home tasks seep into your designated work time.

Create a daily routine.

Try to build a schedule for your day that includes work time, time for tasks around the house, family time and personal time. Stick to that routine as much as possible, but recognize that you may have to make exceptions.

Prepare to be flexible.

If you have children and a spouse who also works at home, you may need to split up your workday into morning, midday and nighttime sessions in order to meet everyone's needs. Daily or weekly schedules may need to be aligned and then reworked on the fly, given homeschooling, naptimes, work priorities and all sorts of surprises.



Keep your workspace clean.

Even if you're the only one there, it's still important to keep your surroundings clean to prevent the spread of infectious germs. Regularly clean and disinfect high-touch surfaces such as desks, doorknobs, keyboards and phones with soap and water, and a disinfectant of your choice.

Take care of yourself.

Schedule some time in your day to do something you enjoy, such as taking a walk around the neighborhood or treating yourself to a homemade spa experience. Self-care lowers your stress level and helps refocus your brain.

Keep kids engaged.

One way to keep kids happy and occupied for longer is to engage their intellectual curiosity instead of just assigning them tasks to pass the time. Create a routine for your children and encourage independent play, in addition to structured learning time.

Nothing is more important to us than you.

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