

# working from home

survival guide



## get up + get ready for work.

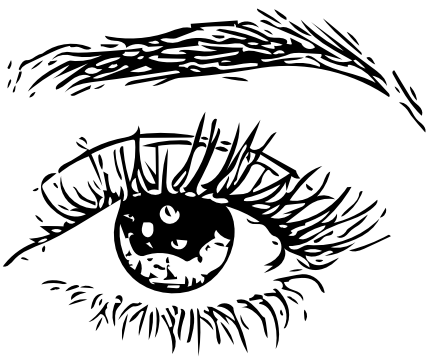
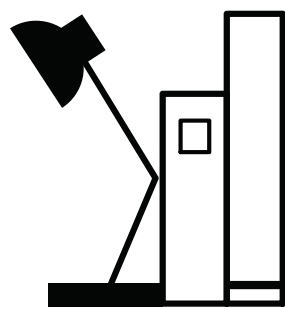
Even though you aren't going IN to the office, it can be helpful to psychologically prepare for the work day by getting ready *as if* you will be leaving the house:

- Change out of your pajamas (!)
- Take a shower
- Have coffee and breakfast
- Walk your dog /cat /self around the block

## go to work.

Be intentional about your transition from home to work mode by:

- Creating a designated office space (room, countertop, etc.) in your home that is used ONLY for work
- Logging into your work email only once you are at your work space

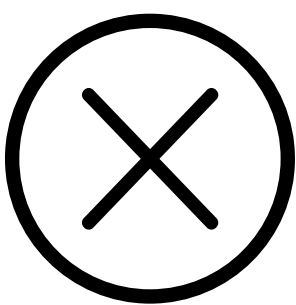


## focus.

- Create a daily, prioritized task list to stay on task and prevent procrastination
- Use social media only on breaks or after workday
- Keep your desk area tidy
- Save house chores for after work only
- Take breaks throughout the day to refocus

## take breaks.

- *Movement Breaks:* Stand up every hour and move your body for 5-10 minutes 2x/workday
- *Connection Breaks:* Check social media + connect virtually with coworkers
- *Lunch Break:* (Do not skip this break!) Take time to mindfully eat and break from work



## create end of day rituals.

Set a time and create rituals to physically + psychologically transition out of your workday:

- Sign out of your work email
- Clean up and exit your work station
- Change out of work clothes
- Exercise, make some art, or run an errand to create a natural transition between work and home life.

Interested in **professional support** around your transition to working from home? Visit:

[www.methodcounseling.com](http://www.methodcounseling.com)

Virtual appointments available.