



WELLNESS TIPS

WORKING REMOTELY



6 TIPS FOR WORKING FROM HOME

- 1 Hold a Daily Scrum.** Have a [meeting each morning](#) helps to set the agenda for the day and gives everyone needed facetime to boost morale.
- 2 Set Up Home Office.** Set aside a private [space in your home](#) for your office space, complete with everything you need to get the job done.
- 3 Keep Regular Hours.** It's important to work as you would in the office. Set a start time, take a lunch break and other breaks, and then [end the day on schedule](#).
- 4 Leave Home.** While the coronavirus is contagious, staying at home can be debilitating. [Get some fresh air](#), but stay cautious. Avoid contact and public spaces.
- 5 Take Advantage.** You're home, so [take breaks](#) and get some housework done. These productive activities bring you back to your desk refreshed.
- 6 Set Deadlines.** Managers can keep their teams motivated and productive by making concrete tasks and setting deadlines. [Project management software](#) can help.

