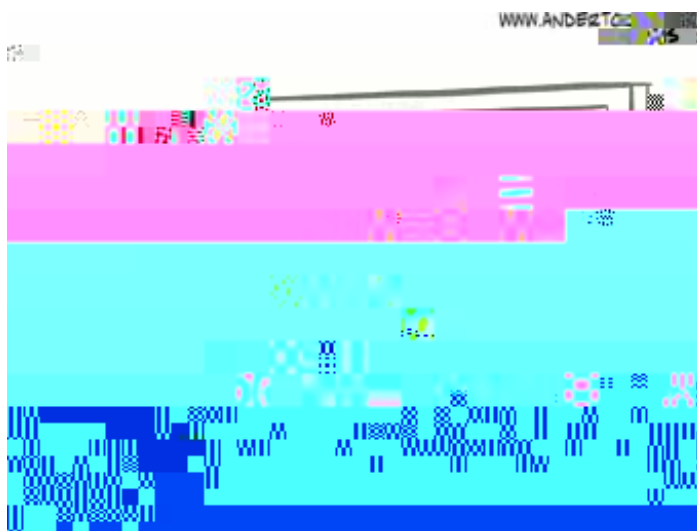


## 8 tips to upgrade your work-from-home routine

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How's your back? Are you sick of being alone or trying to work in others' living space? Getting distracted by the lure of the fridge — or maybe forgetting to eat without the usual lunchtime cues at the office?

It's common for people to succumb to unsavory habits when they start working from home. And that's all right ... for a little while. But if you want to retain your mental and physical health over the long term, it's time to stop working on the couch with a cat on your lap and start following these tips.



### 1. Create a workspace that is only for work.

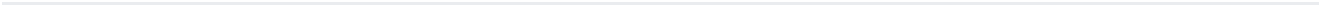
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Creating a physical workspace — even just the corner of a room — makes it easier to mentally shift into work mode when you enter the space and home mode when you leave it. Preferably, choose a spare or quiet room, so you won't be fending off the inevitable distractions that crop up when you try to work in an area with inadequate separation from activities like eating, watching TV, or helping your kids with school assign

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- **The temperature, air quality, and lighting in your workspace.** These basic environmental elements are easy to forget about, but critical to your comfort. Can you generate better air flow by cracking a window or using a fan? Do you need to adjust your thermostat or wear thicker socks? Can you switch to eye-friendly, low-wattage light kâ
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- **Using different soundtracks for wor**





- Agreeing upon work hours with colleagues, updating your online status whenever you step away, and taking back time that's yours (including time that would usually be spent commuting).

## 8. Be intentional about connecting socially with colleagues.

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One of the biggest complaints people have about working from home is the drop-off in social contact. It can get lonely, especially if you're accustomed to random conversations in the hallway and informal coffee meetups or lunches with peers.

Seasoned work-from-homers have learned to be highly proactive about staying connected to colleagues by scheduling virtual coffee chats and peer 1-on-1s. They might devote one of their daily breaks to a #random or #justforfun chat channel, posting funny memes, asking social questions, or sharing photos of pets.

Don't wait for these interactions to happen. Build them into your routine. Your mood will improve, and despite the physical distance between you and your colleagues, you'll grow closer and collaborate more effectively.

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