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Tips to help you and your team transition to working from home



Get up at your regular time

Set your alarm at your regular team - your regular schedule will help you stay on track



Get dressed

Get dressed. You will feel better and be more productive.



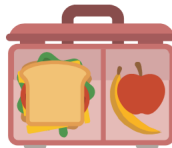
Make a schedule for your day

Write down your major goal and the three things that will make the day a win for you. Write down your lessons learned and wins at the end of the day



Check in with your team

Set a time to check in with your entire team. Do so via Zoom, FaceTime, Google Hangout, Whatsapp. Ask everyone what they need to be fully present for the day and what they need from others to do their best work. Be available for them. Help others set their daily goals - it might be new for some to do this at home.



Make your lunch

Make your lunch as if you are going to the office. It will prevent you from over eating or not eating enough. This sounds weird at first, but it works.



Schedule time for your physical and mental health



Don't leave this to chance. Schedule it in! Do 10 minutes of mindfulness (check out apps like Insight Timer). Go for a walk outside. Do some yoga online. Set up an exercise routine with just your body weight (plenty of ideas online). Create accountability by committing to this with a friend or colleague.



Practice gratitude

Share gratitude and personal acknowledgements at each check-in meeting. Start a gratitude journal.



Be kind and compassionate

These are stressful times and everyone will experience this differently. Make room for these differences, listen and get creative to help each other out.