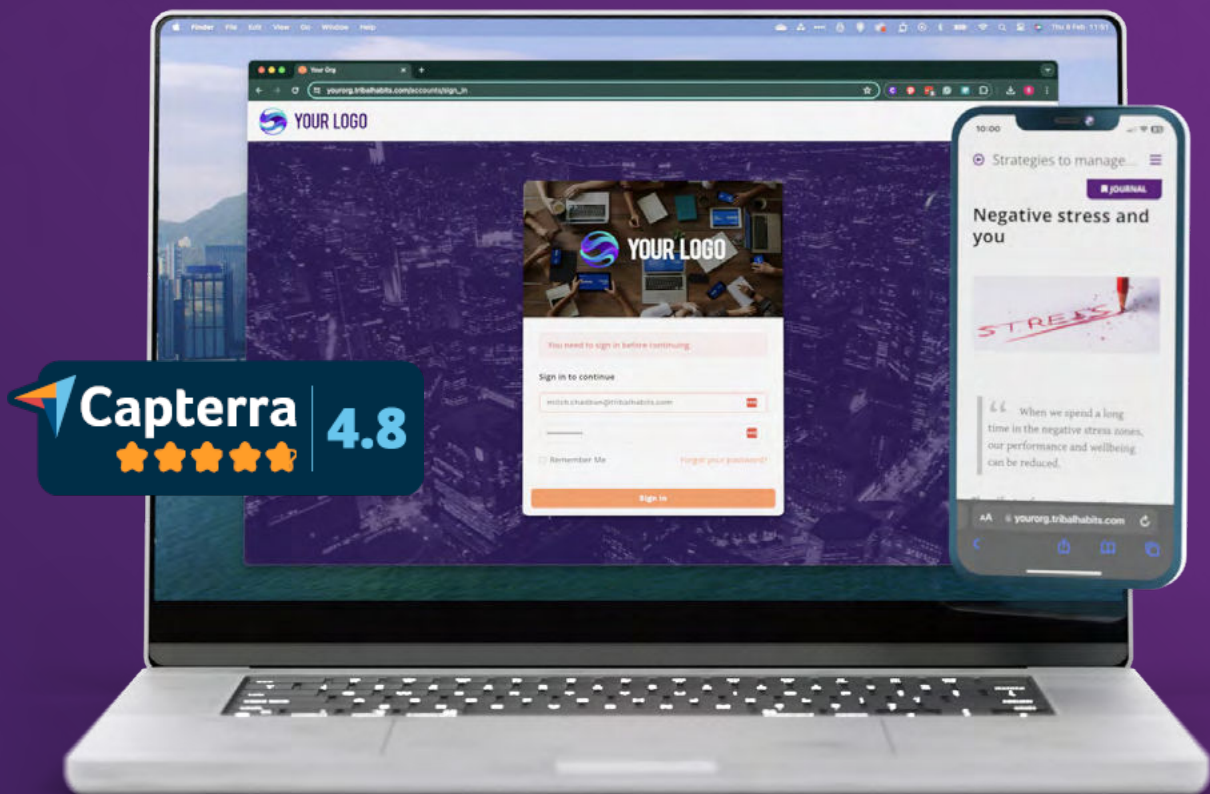




# Work From Home Checklist: Setting Up for Success



**Congratulations! You've landed a work-from-home job. Now it's time to create a productive and comfortable environment that fosters focus and well-being. This checklist will guide you through essential steps to set yourself up for success in your new remote work adventure.**



# Define Your Dedicated Workspace

**Location:** Choose a quiet, well-lit area with minimal distractions. Ideally, this should be a separate room or designated area within a larger room.

**Ergonomics:** Invest in an ergonomic chair and desk that support good posture. Adjust the chair height and desk surface to ensure your arms and wrists are at a comfortable level when using your keyboard and mouse.

**Organisation:** Declutter your workspace to minimise visual distractions. Utilise organisers, shelves, and filing systems to keep your work materials well-organised and easily accessible.

**Personalisation:** Add a touch of your personality with photos, plants, or motivational quotes to create a comfortable and inspiring atmosphere.



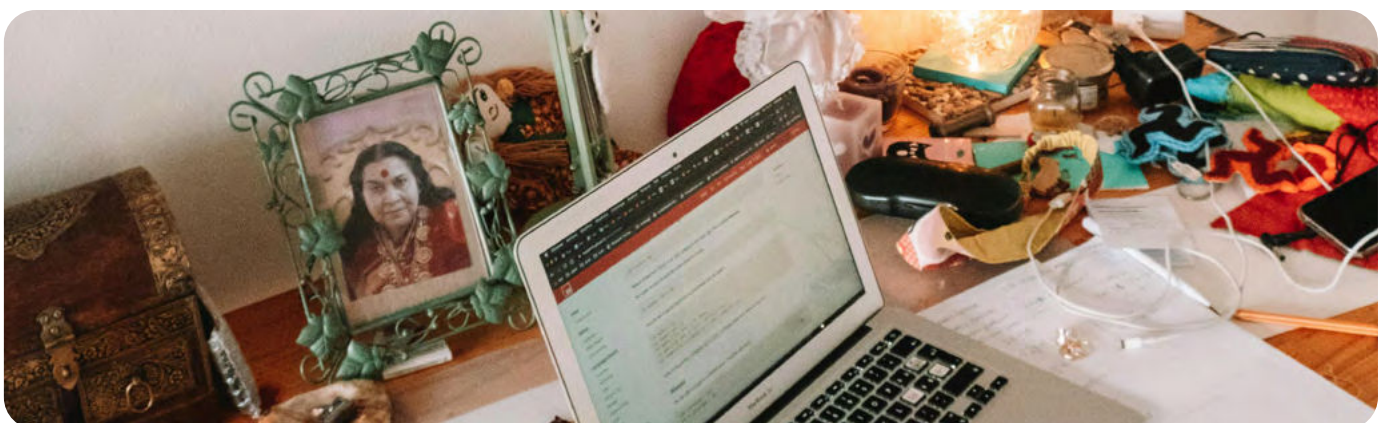
# Equip Yourself for Connectivity

**Reliable Internet:** Secure a reliable internet connection with sufficient bandwidth to handle video conferencing, file downloads, and online applications.

**Computer Setup:** Ensure your computer meets the technical requirements for your job. If provided, set up a work laptop or desktop with secure access to your company's network.

**Communication Tools:** Download and configure necessary communication tools like video conferencing software, instant messaging platforms, and email clients.

**Headset:** Invest in a comfortable headset with a noise-canceling microphone for clear audio communication during calls and online meetings.



# Establish a Productive Routine

**Set Work Hours:** Establish consistent working hours that align with your team's schedule. Communicate these hours with colleagues and family to minimize disruptions.

**Create a Schedule:** Develop a daily or weekly schedule that outlines your work tasks, meetings, and breaks. Utilise time management tools or calendars to stay organised and efficient.

**Minimise Distractions:** Silence notifications on your phone and computer during work hours. Avoid multitasking and focus on completing one task at a time.

**Schedule Breaks:** Take regular breaks to avoid burnout. Get up, move around, stretch, and recharge your mind throughout the day.



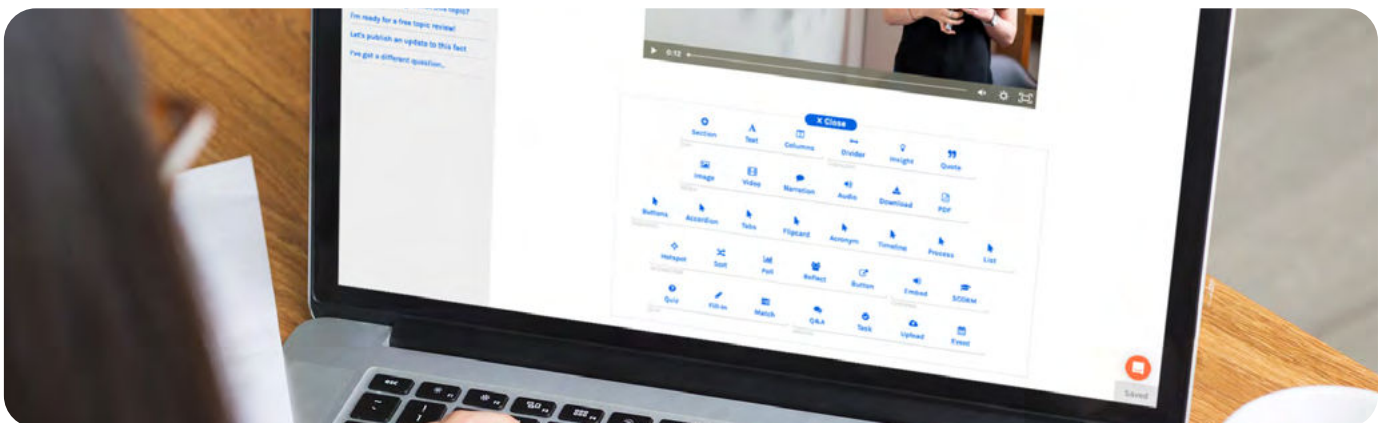
# Prioritize Communication & Boundaries

**Stay Connected:** Schedule regular virtual check-ins with your manager and colleagues. Maintain open communication regarding project updates, needs, and challenges.

**Set Boundaries:** Communicate your availability with colleagues and family members. Clearly define work hours when you're available for calls and emails and establish time for personal life.

**Respect Others' Schedules:** Be mindful of colleagues' time zones and working hours when scheduling meetings or sending emails.

**Virtual Etiquette:** Practice professional etiquette in online communication. Dress appropriately for video calls and maintain a professional tone in emails and messages.



# Maintain Well-being & Work-Life Balance

**Develop Healthy Habits:** Maintain a healthy sleep schedule, eat nutritious meals, and stay hydrated throughout the workday.

**Physical Activity:** Schedule regular exercise breaks to stretch, move your body, and clear your mind.

**Social Connection:** Schedule virtual or in-person social interactions with friends and family to combat feelings of isolation.

**Disconnect and Recharge:** Power down your devices and disconnect from work emails and chats outside of your designated work hours.



**Remember:** Working from home offers flexibility but also requires self-discipline. By implementing this checklist, you can establish a positive and productive work environment for success in your remote work journey.