

8 Best Practices to Work From Home

1 Plan your day and set office hours



Make sure to create a time slot for each of the day's activities. Create to-do lists and share it with your manager. Set up check in moments to ensure you are aligned with your plan. This helps you to minimize distractions and maximize production timelines.

2 Define a workspace



Ensure you have a suitable and ergonomical working space: small tricks help you to guarantee the distance from the screen and correct posture. Make sure your workspace looks professional and pleasant.

3 Communicate you work schedule to your family



Let your family know about your office hours in order to help them to respect your timelines.

4 Take good care of yourself



Keep a healthy lifestyle. When you plan your day, consider breaks every two hours. Take time to get up from your desk and do some movements. Working at home could lead you to a sedentary lifestyle, (not to mention the proximity of the kitchen and refrigerator!). Plan some time for regular exercise, ensure healthy snacks at home, and remember to drink plenty of water.

5 Stay connected



Plan time to talk with your team every day or on alternate days. Remember to use common folders and synchronize files. Make sure you are easy to reach via email, phone, MS Teams/WebEx/Skype.

6 Improve your communication skills



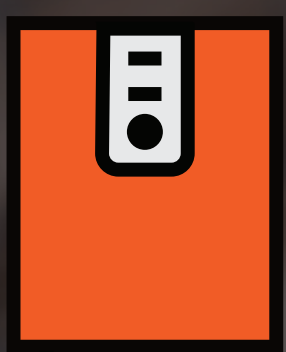
Because you'll be doing your work remotely, you'll need to have excellent communication skills. Often times you won't have the visual and verbal cues that normally help guide a conversation. You will need to make sure that you are able to convey what you mean clearly and concisely.

7 Avoid multitasking to stay focused



It's easy to start one project and then bounce to another without finishing the first. Stay focused on the activity. This will help you to accomplish the expected amount of tasks every day.

8 Use the correct UPS to Work from Home



Have you ever been working from home, unexpectedly had a power outage, and lose all your information? Make sure you have power protection to safeguard your data and equipment. An uninterruptible power supply (UPS) with line-interactive topology provides reliable and cost-effective protection against power surges, brownouts, and blackouts, allowing you to save work in progress and properly shut down connected equipment.