Health & Productivity Tips for Working From Home During COVID-19

When you work from home, clear boundaries between business and life are crucial to maintaining productivity and mental health. Follow these guidelines to protect your professional success and personal wellbeing.

Your Space

Use a separate space reserved only for work.
Use room dividers if necessary.
Don't take work outside the work space.
Ask family to respect the work space boundary.

Your Time

Schedule your workday the night before.
Work in 60 to 90-minute bursts with 10 to 20-minute breaks.
Schedule creative tasks early, menial tasks later.
Never multitask.

Your Mindset

Dress for work.
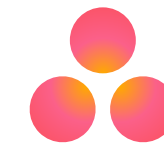Use unintrusive, instrumental music, if any.

Your Wellness

Use breaks to move your body.
Use physical boundaries and scheduling to keep work mentally compartmentalized.

Working With Kids at Home

Make sure kids respect the work/home boundary.
Use independent learning activities.
Use activities that are 30 minutes long or less.
Take breaks and lunch together, according to your schedule.

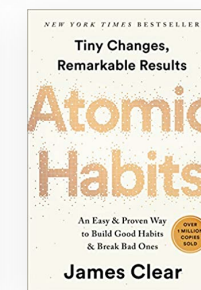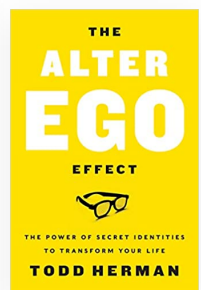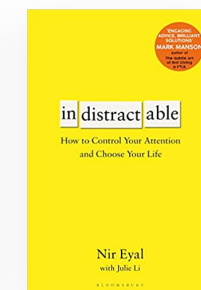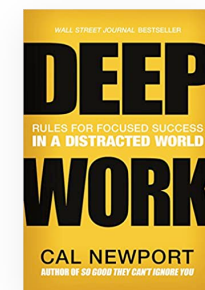## Helpful Apps

Asana
Forest
Rescue Time
Trello
Basecamp
Qlearly
Freedom

Helpful Books

DEEP WORK — CAL NEWPORT
Indistractable — Nir Eyal
THE FRONT NINE — MIKE VARDY
THE ALTER EGO EFFECT — TODD HERMAN
The 5-Minute Journal
Atomic Habits — James Clear

Educational Resources for Kids

BrainPOP
verbling
audible — an amazon company
Condé Nast Traveler
ReadWorks.org