

# SMART WORKING: SIMPLE RULES TO SURVIVE



# 1. GET DRESSED

Don't work in pajamas.

Get up, take a shower, get dressed, because if you don't get ready for your day, your day will never start.

## 2. CREATE YOUR WORKSPACE

Dedicate a space as your home office.

The area needn't be fancy, but it should allow sufficient room to perform tasks.

# 3. CREATE A MORNING ROUTINE

What indicates you're about to start work? It might be making a cup of coffee.

A routine can be more powerful than a clock at helping you get started each day.

## 4. KEEP REGULAR HOURS

Set a schedule, and stick to it...most of the time.

Having clear guidelines for when to work helps you maintain work-life balance.

## **5. TAKE BREAKS IN THEIR ENTIRETY**

Give yourself adequate time during the day to keep away from the computer screen and phone, and don't stay connected during breaks, especially your lunch hour.

## 6. COMMUNICATE, COMMUNICATE...

Stay connected with your Manager and colleagues: even a simple group chat to discuss and joke from time to time, can be enough to restore humanity to online work.

# 7. DO SOMETHING THAT YOU ENJOY

There are always creative things that we can do at home, after work: read a book, learn a new language, start a new hobby, cook, play table games, practice yoga, print your holidays pictures, just take care of yourself.



# 8. STAY POSITIVE!

It's easy to feel some loneliness when working alone all day.

Remember that we're all in the same situation.

**YOU'RE NOT ALONE.**