# Working from Home:
# How to Shift from "This is just for a while," to "This is my new normal," with these simple strategies.

Working from home is convenient, but it can also lead to unproductive habits. If you've struggled to work from home for this past year, now is the time to start settling into it so you can feel good and productive in your new work environment.

## Establish a morning routine for structure

A repetitive, consistent daily routine can help to increase motivation and goal orientation which boosts overall performance. Creating rituals is a simple way to build structure into the day's workflow.

One time this is most valuable is in the morning. It can be tempting to roll out of bed and onto your computer—or bring it into bed with you—but this can affect your performance. Some energy-boosting morning rituals might include:

- Changing into office-appropriate clothes.
- Going for a walk outdoors and grabbing a coffee.
- Checking in with a friend or family member to prevent social isolation.
- Writing a to-list or journal your goals for each day.

## Separate your workspace from the rest of your home

Allocate an area that's both organized and distraction-free. Furnish it with a desk, office equipment, and materials so you can create a familiar office environment that promotes productivity.

## Set movement alarms for regular intervals during the day

When you live and work in the same location, it's all too easy to remain in a fixed spot for hours at a time without any movement. However, frequent bouts of exercise can help reduce stress, improve concentration, sharpen learning and retention, and enhance creativity.

Even if you don't have a co-worker to talk with or a meeting to walk to, get up and move around. Go for a quick walk around the block; get some sunshine. Set alarms at various points in the day to remind yourself to walk, stretch, and do some push-ups, squats, lunges, or jumps.

**Niagara Street Consulting**
Human Resources

**MENTAL SHIFTS FOR PERMANENT REMOTE WORK**
Get your head in the remote-work mindset by making a few key mental shifts as you make it permanent.

## Put screen restrictions on your phone

As of late, internet users spent over 2.5 hrs scrolling on social media a day! This is a significant WFH distraction. Without a co-worker or boss to call you out, you risk wasting hours of time perusing social media during work hours.

Eliminate the urge to check notifications, respond to comments or messages, and browse the content on your newsfeed by enforcing screen limits across all devices and platforms. Either turn off the volume and alerts or use *Space, RealizD or Breakfree* to reduce screentime and hold yourself accountable to stay productive.

## Listen to ambient background music to increase focus
Staying focused at home can be hard. Without the energy of an office, it's easy to get antsy. Fix this by listening to ambient low-volume music could be the solution. This genre emphasizes tonal sound over structured beats, so it won't require as much active listening as traditional music does. As a result, it is shown to enhance task focus and to help decrease mind-wandering

## Use a time tracking app to hold yourself accountable
It can be even harder at home if you're homeschooling or living with your spouse or roommates. Even when living alone, it's easy to get up every few minutes to clean, do laundry, sign for a package or see what your neighbours are doing.
To avoid wasted hours on the job, use a time tracking platform like *Harvest, Toggl,* or *Clockify*. In addition to timesheet reporting, these tools can also help you monitor project deadlines and keep tabs on your schedule for the week.

*Portions of this article are taken from fastcompany.com*