

# HOW TO EFFECTIVELY WORK FROM HOME



Define your work schedule.



Create a dedicated space solely for work.



Ensure your team can reach you during work hours.



Use Microsoft Teams when working remotely.



Understand how your manager would like you to report back to them.



Regularly check-in with your manager.



Set and agree on clear goals with your manager.



Keep your Outlook calendar up-to-date so your team knows when they can reach you.



Understand how and when you are expected to attend virtual meetings.



After a few chat conversations, connect on video conference.



Remember to take coffee breaks.



Before the end of the day, plan the next day.



Incorporate exercise.



Don't stay in pajamas.



Set aside time for meals.