

# HOME IS WHERE THE OFFICE IS

## SIX ESSENTIALS WHEN WORKING REMOTELY

Looking for ways to revamp your work from home situation? Here are our best tips!

Work and home have collided like never before. Some studies report that over 51% of employed Americans have made the transition to remote work. For a majority of those working from home, productivity is through the roof, but some have started to hit a lull. If you're struggling to manage the transition to remote work, here are six ways to make your work life a bit easier.

### 1. GEAR UP

From tech to desk, set up your space to work for you. Check your bandwidth for connectivity issues. Invest in a good headset for meetings. If you sit for long periods, consider a standing desk. Your employer may pay for one as a work expense, so it's worth looking into!

### 3. STOCK UP ON SUSTENANCE

Oh, the snacks! A pantry filled with treats can be a downfall or your BFF. Think healthy and stay satisfied while on the clock. Stock up on pre-cut fruits and veggies, granola bars and trail mixes. Remember, there's nothing wrong with treating yourself, yet try to resist cookies as your main course during lunch.

### 5. DRESS FOR THE DAY

There's something about putting on a suit and killer scarf to put you in the right frame of mind for a meeting. However, that wardrobe choice may be extreme while working from home. Jammies, as your office wardrobe, may not be the best choice either. Find a comfortable, happy medium that puts you in the right frame of mind to knock tasks off your to-do list.

### 2. GET YOUR SPACE TOGETHER

Whether you need a little more structure or a touch of zen, create the space that makes you feel most productive. When possible, dedicate one area to your workday that can easily be packed up, or you can literally close the door to your office until tomorrow. Out of sight, out of mind.

### 4. HYDRATE, HYDRATE, HYDRATE!

If you could hear our claps between the encouragement, even better. There's no better time to refuel your body and refresh your skin with water because you can take as many bathroom breaks as you want. You're home now, remember?

### 6. CALL IT QUITS

There has to be a start and finish to your day. Office hours need boundaries. The time away from your desk is just as important to productivity as being on the clock.