

Tips for working from home

Define core hours and boundaries



Overcommunicate

Repeat key messages multiple times, and encourage questions.



Keep it crisp & clear when defining deliverables



Define the WHY and give context



Availability

Set up more opportunities to connect, not fewer.

NOW
OPEN

Double up on appreciation & recognition of quick wins



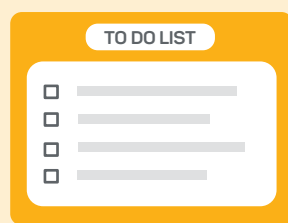
Give your eyes a break

Get in a walk to refresh, with social distancing, of course.



Don't put it off!

Tackle tough projects now. Don't wait until things get "back to normal".



Schedule virtual coffee breaks or cocktail hours

