

# HOW TO WORK FROM HOME EFFECTIVELY



## GET READY FOR THE DAY

An effective way to work from home is by maintaining physical and social boundaries. Getting up early in the morning, taking a shower, and wearing your professional attire are all physical and social indicators that separate who you are at home and who you are in the office.<sup>1</sup>



### STAFF TIP

Our Research Assistant, Jerry Quintana finds getting dressed up puts him in "work mode" and improves his productivity.



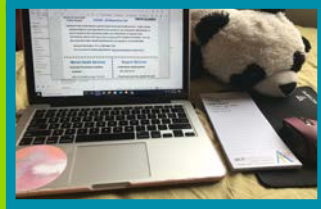
## DESIGNATE A WORKPLACE

Studies show that sitting down at designated workstations sends a clear signal to your brain that it is time to focus and work. To maximize results, make sure you designate one or several workplace areas and utilize these areas only for work. Stay away from them when you are not working.<sup>2</sup>



### STAFF TIPS

While our Research Assistant, Amairani Ramos, finds productivity in multiple designated work areas, our Director of Research and Evaluation, Dr. Casey Leier, prefers a single work station that is well organized to avoid any distractions.



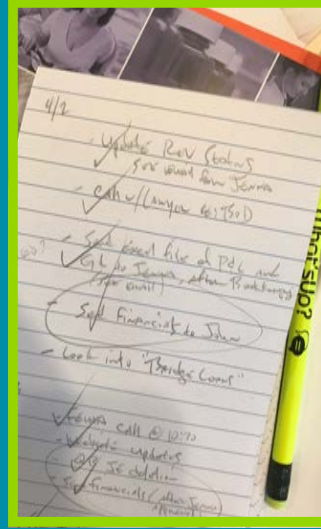
## SET A SCHEDULE

Structure your time at home in a way that works best for you. This can be based on required meetings and energy levels. In addition, research also shows that writing down detailed to do lists by categories of importance, helps effectively execute the tasks rather than having a vague plan.<sup>2</sup>



### STAFF TIP

Our Administrative Manager, Theresa Sama, knows that in order to keep on track and stick with her routine, a daily "to do list" helps her. She used to do this at her office and she is continuing the habit while working remotely.



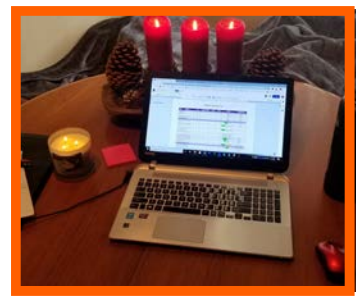
## FIND WHAT WORKS BEST FOR YOU

Because there is no one-size-fits-all advice, it is important to know yourself and what works best for you.<sup>3</sup> For example, if you know you get distracted easily, eliminate these distractions early on. Or if you know that your stress levels go up easily, find a way to minimize or release the stress with breaks.



### STAFF TIPS

Our Research Associate, Chris Morin, knows that he works better in a cozy environment. He also minimizes distractions by turning off the TV. Our CEO, Dr. Jenna LeComte-Hinely reduces her stress levels by petting her dogs and cats.



## ERGONOMICALLY SET UP YOUR LAPTOP

To work comfortably from home, use a laptop stand to adjust the screen height so that your top of the screen is at your eye level. Additionally, your posture is important. Sit up straight, support your back, and avoid hunched shoulders.<sup>4</sup>



### BONUS TIP

Remember that you're awesome. If you feel a little less productive than you usually do, it's possible that's because of the shift in your routine, and constantly working in the living room or dining room....or it's possible that we're having a pandemic. Either way, feeling a little bit less productive might happen, but doesn't mean you're not the best at what you do!

We hope you find these tips helpful!

For local health data, visit: [HARCdata.org](https://HARCdata.org)

## SOURCES

1. Harvard Business Review: <https://hbr.org/2014/10/5-ways-to-work-from-home-more-effectively>
2. Healthline: <https://www.healthline.com/health/working-from-home-tips#tips-for-newbies>
3. NPR: <https://www.npr.org/2020/03/15/815549926/8-tips-to-make-working-from-home-work-for-you>
4. UC Berkeley's Ergonomic Program <https://uhs.berkeley.edu/sites/default/files/laptop.pdf>