



ARTIST MONICA'S

10 TIPS FROM 10 YEARS' WORKING FROM HOME

#1 Don't work in your PJs!

Get up at your normal time and get dressed to go to work. This will help you take pride in your job and feel professional no matter where you are!

#2 Stand Up

Every 45min- 1 hr. get up and move around to keep your circulation going.

#3 Shut the Door & put up a "Do Not Disturb" Sign

It's especially hard staying focused with other people & pets in the house, try to set some boundaries.

#4 Go Outside!

Seriously, you need to go outside at least once a day and breathe fresh air. It helps with the crazy even if it's just opening the door for a few minutes, it really helps.

#5 Exercise... Duh, I knew that!

It can be hard to figure out what works for you, but don't give up trying different things.

#6 Log your Hours

I use an hours tracker app so that I know how much time I've put in. If it's 6pm and I've only done 4 hours of work, I know I need to buckle down hard to combat the distractions!

#7 Separate your Workspace from your Lounge Space

If you can set up at a desk or table, you'll be more focused and efficient than chilling on your bed or couch.

#8 Look Outside

Especially important if you work on a computer all day, looking outside at a distance helps rest your eyes from the strain of staring at a close screen.

#9 Don't Talk to Me, I'm Working!

Keep non-work-related conversations brief. If you're taking a break and someone in your household wants to talk with you don't let the conversation keep going. After 10 mins politely tell them that you need to get back to work and you can talk more about it later.

#10 Set Times for E-Mails & Social Media

Decide when and for how long you will spend at this and work in batches to be more efficient. If you always check e-mails as they come in, some days you won't get anything else done!