

10 STEPS

TO ACHIEVING A BALANCE WHILE WORKING FROM HOME

START HERE



1

Create an ad-hoc office space

Try to sit at a table or desk in a appropriate chair. This also creates an environment where others in the house will respect that you're working.

Be ready for work

Showering and getting dressed can put you in the right frame of mind for work.



2



3

Start the day

with a team check-in and take 15 minutes for today's agenda. This also has the benefit of giving everyone a schedule of when to start their day.

Communicate informally

Agree on a single communication platform outside of the normal email system... a less formal one... for example, Slack, Zoom or Skype.



4



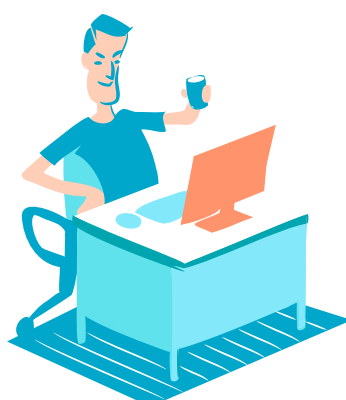
5

Routines are good

If work normally starts between 8–10 AM and lunch is somewhere between 12–2 PM, then try to maintain this schedule.

Have lunch with colleagues

Create optional virtual team lunches so that the social interaction discussions that happen in the office can continue as normal.



6



7

Keep the communication

flowing over the agreed platform, watch for colleagues not participating and reach out to them.

Don't over invite

Do not invite more people to your online calls than the capacity of your standard meeting room offline.



8



9

Learn from the others

If you have some colleagues who are experienced remote workers, use their knowledge as mentors for those who find the environment challenging.

Enjoy your free time

When the day's goal is achieved, sound the bell, encourage others to down tools and spend time with family or friends, or get some exercise.

10



RESTART THE DAY

Home or away, find internet security
at www.eset.com