

TELECOMMUTING TIPS

Follow these simple tips to ensure you remain productive while working from home!

1

Create a **DEDICATED** workspace.

2

Set specific **OFFICE HOURS** and stick to them.

3

DRESS for work everyday as if you were going to the office.

4

Keep open lines of **COMMUNICATION** during the day with co-workers.

5

Take time during the day for **BREAKS**.

Following these tips will help you create good habits that will establish the perfect work-life balance while working remotely.