

# STAFF TRAINING

## Work From Home Best Practices

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### 5 Best Practices to be Productive while Working From Home:

#### 1. Maintain a Consistent Regular Schedule

- a. Set your daily work hours, breaks, etc. and communicate with your supervisor
- b. Consistent morning routine will help you start the day and be ready to work. Keep your kids on a routine as well.
- c. Communicate your schedule to your family, including kids to help everyone know the family rhythm. Create a family calendar.
- d. Make an individual and a family model week ([Link to Template - Also Template on Google Sheets](#))

#### 2. Make a Dedicated Work Space

- a. Have a dedicated space you will work from (desk in a separate room, seat at the kitchen table, etc.).
- b. Dedicating a space will help you focus when you are there and give a landing place to put your things.
- c. Having a consistent time and place will help you focus on your work. Also this will help your kids know when you are in that place you are working.

#### 3. Make Clear Daily and Weekly Goals

- a. At the beginning of each week write down your top goals for the week and even calendar when you will work on them.
- b. Each morning determine your top 3 goals for the day.
- c. Clear goals and deadlines will help you stay focused and help your productivity increase.

#### 4. Over Communicate to Your Supervisor and Team on Your Goals and Progress

- a. While working from home and all separated we must communicate more than normal if we are in the office.

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- b. Overcommunication is the key to keeping synced and it provides accountability for our team.
  - c. Each week communicate your weekly goals to your supervisor and team, then report back at the end of the week what you accomplished.
  - d. Each day communicate your daily goals to your supervisor, then report back on what you accomplished that day.

**5. Stay Engaged with Teams**

- a. Keep up on Slack and email, even teams that aren't your direct. This will help you keep in the loop.
- b. Be on all teams and all staff Zoom meetings in a place where you can fully engage.
- c. Bring your best to any digital meetings and speak up.
- d. Jump on some optional meetings if able to hear what's happening and how you can help.
- e. Keep relationally connected with staff and teams (texts, share fun messages, eat lunch and digitally hangout, etc.)