



# 5 TIPS

## *for working from home*

Working from home can be both fun and challenging. Keep up your productivity level by practicing good habits!

1  
Create a Daily Agenda and keep it in sight.

2  
Maintain one designated workspace.

3  
Take a short break every couple of hours.

4  
Make a healthy, tasty lunch (one you can get excited about!)

5  
Close your workspace when the day is done.