

# Tips For Being Productive While Working From Home

For many, remote working is a new reality and one that takes some getting used to. Houzz has put together a few tips to make the most of working remotely and to keep yourself accountable, collaborative, and productive as you work from home.

1

## Create “work” triggers for your brain

When you work in an office, the daily routine of getting ready and commuting helps your brain get ready for the day. When you’re working remotely, create “start the day” triggers that get your head ready for work in a similar way, like exercising, reading the news, or making coffee. Make a schedule for everything, taking into account the other commitments in your life and find a routine that lets you take care of those as well.

2

## Stake out your spot

Establishing a designated workspace — whether it’s a separate room, an organised desk, or just a clean part of your kitchen table — can help tell your brain you’re in the place where you do work productively and without distraction. Try to find a spot near a window with some natural light so you don’t feel tucked away from the world. Keep all your work things in one place and apart from your “non-work” materials.

3

## Avoid distractions

Distractions are one of the biggest challenges of working remotely. To keep your brain in the right mode, avoid doing non-work tasks during your work time. For example, schedule a separate time to do laundry instead of tackling it while you’re finishing a work presentation. Worry about errands later. Try to get work done early, before a family member or friend needs a favour or you start turning your attention to the pile of clothes that need to be folded.

4

## Stay motivated with a list

A simple to-do list can do wonders for keeping you organised, motivated, and productive as you work from home. Start your list with bigger tasks, such as finishing a project and then break it down into smaller tasks. Checking off those smaller goals lets you know you’re making progress, which gives you positive reinforcement throughout your day.

5

## Create a process for collaboration

Working from home might seem like a solo experience, but it usually still involves interacting with others, whether it’s meeting with your team, getting assignments, making decisions, or giving and receiving feedback. Make sure to schedule regular catch-ups with your team by phone or video conferencing tools. While email can be effective for making an official decision or passing on information, people’s inboxes can get clogged up quickly. If you need to ask a quick question or send a fast update to your team, chat apps like Google Hangouts or Slack are a good alternative to email. Video conferencing is also a great way of having regular check-ins with your team.

6

## Remain Active

When working on projects and spending long hours in front of the laptop, the body tightens up. Pick a back-friendly, ergonomic chair. Always make time for exercise and have a go at standing while typing. Try to make time for a daily walk, especially if you don’t have an exercise routine you already incorporate into your day.

### We are here to help!

The Houzz team can virtually help you and build the best strategy to attract more clients and make your Houzz profile stand out. Need advice? Email us at [ausupport@houzz.com](mailto:ausupport@houzz.com)

