

1**Create a workspace**

Although it is tempting to stay in bed or have your head on to your sofa, you should set up a separate work station (*a table with a comfortable chair and good lighting*). Lay down basic ground rules for your family members, encourage them to give you privacy. Send household phone calls to voicemail and do everything that it takes to ensure that your work is separated from home and you are not distracted. This is critical to your success as a remote worker.

2**Plan your day**

The travel time that you save can be invested in giving yourself some personal 'me-only' time. Exercise, listen to music, relax or meditate during this time. Carefully plan your day ahead so that you can make the same productive. As a start, make it a point to jot down action tasks for yourself. At the end of the day, take stock of how your day went and record your time in timesheets or other tools. This would help you in gauging your progress at the end of a work-day.

3**Get dressed**

One of the most important aspects is to keep a regular routine and to shower and dress every day as one does when going to an actual office. Getting dressed makes the home office feel like a real one and reflects well on your part as a professional. It also sets an example for fellow team-mates working remotely.

4**Track your and your team's progress**

Checking on your team in regular intervals is essential for two reasons – it keeps team members motivated and lets them know that their work is being monitored. This can be done through team conferencing tools such as 'Zoom calls', Microsoft teams, skype, others or multi-member chatting platforms.

5**Schedule breaks and practice self-care**

Many people who work from home find they spend too much time at the computer which can decrease their overall productivity. It is important to schedule breaks into your day and set alarms for the same if you need to. Take a regular lunch and stand up and walk around periodically, during which you could speak to your loved ones on the phone, listen to your favourite music or browse interesting sites.

6**Manage time with your family**

This is pivotal not only to your success at working from home but to your personal relationships. In the beginning itself set a time-table for the daily work and make sure to allot some time for your loved ones outside the time set for work. Make it a practice to work within the hours that you have designated to yourself and similarly, when its family time, avoid the temptation to finish that task unless it is a client emergency/unavoidable.

Above all, be Positive!