

Tips On Being Productive when working from home

AlSD is navigating through a new way to deliver high quality teaching and learning for our students, and responsive and customer-focused service to our staff and community. This new structure will require flexibility, creativity, collaboration, and is not a one-size-fits all.

□ Set boundaries between home life and work .

Be clear about your work hours. If you're sharing a space with a partner, roommate, parents, it's important to make it clear that even though you're at home, you're still at work and in "do not disturb" mode.

□ Get dressed for work and pretend you are not home.

Follow your usual routine, get dressed in the morning as if you are going to the office. Remember, you might have to get in front of the camera to have a virtual meeting.

□ Identify what needs to get done everyday and sure you do it.

Make lists each day of all the tasks that need to get done that day, then estimate the amount of time it will take me to do them. The quantity and quality of work performed while telecommuting should be comparable to the work completed in the district office.

□ Know your distractions .

Avoid "quicksand activities" aka distracting chores

□ Take a lunch break, take a mental break.

Your work schedule shall be the same as the schedule in the customary worksite, including meal breaks and rest periods. Take a moment to stand up and walk outside.

□ Make sure to move! Substitute exercise for your commute.

Working from home undoubtedly cuts down on the number of steps that you take each day. Be creative in ways to replace your commute .

□ Decompress at the end of the day.

Step away from the computer at the end of the day. It's important to do something to decompress, Things that do tend to distract you, set those up as your end of the workday reward.