Tips for Working from Home without Losing Your Mind

Tip 1: Create a dedicated workspace

It's tempting to stay in bed with your laptop all day, but trust us: you'll be much more productive if you have a dedicated work area. Try not to have your workspace in an area that you also use for relaxation such as your bedroom or living room.

Tip 2: Create set working hours

Working from home doesn't mean that you should always be working. Be clear with your manager and co-workers about what your standard work hours will be and stick to it. And when your work day ends, put away your laptop and work and leave your work area.

Tip 3: Get dressed for your day

By all means, dress for comfort, but step away from the sweatpants and pajamas. This will help you get into the mindset of being at work.

Tip 4: Take breaks

Step away from your computer screen for a stretch break or some fresh air every hour and half to two hours, even if it's just a quick walk around the block. Check out free apps like Stand Up!, which encourages you to stretch your legs more often, or Focus Keeper, which will schedule in mini brain breaks throughout the day.

Tip 5: Set goals

With no manager around to check in on your progress, setting some long- and short-term goals for yourself is key to help you stay productive. Start each day with a to-do list and assess your progress on a regular basis.

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Tip 6: Snack smart

Beware the lure of the home fridge. There's nothing wrong with pausing work to grab a snack, but if you wouldn't devour half a pint of ice cream at the office, then don't do it at home. Try to keep healthy snacks handy so that your energy doesn't crash throughout the day.

Tip 7: Maintain normal meal times

When you're removed from your regular routine in the office, you may forget to eat. If needed, set an alarm and have lunch away from your desk.

Tip 8: Separate home from work

One of the benefits of working from home is the flexibility, but try to keep business and pleasure as separate as possible. That means shutting down your computer and tidying up your workspace at the end of the day. It's vital for your sanity and work-life balance.

Tip 9: Use a headset for virtual meetings

Using a headset when attending virtual meetings is a game changer. Laptop microphones and speakers often have poor sound quality and make it difficult for other participants to hear you. If you need a headset to use at home, contact computersupport@agcbio.com to inquire about getting one.

Tip 10: Consider standing up or walking during meetings

Sitting all day is not good for anyone. When attending meetings, consider taking the opportunity to stand, or if you're only calling into the meeting walk around your office or, better yet, walk around the block to get some fresh air. For some, moving around may help you focus even more.

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Tip 11: Take some decompression time

For most of us, we have our daily commute to unwind, decompress and turn off our thoughts about work, but when working from home, there's not an opportunity to do this. If needed, schedule some unwind time at the end of the day, even if it's just for 15 minutes to turn off your thoughts about work so that you can be present for your family.

Tip 12: Connect with colleagues

Staying connected and engaged with others becomes even more challenging when working from home because we can't stop by someone's desk to ask about their weekend or check in on a project status. We also can't go to lunch or grab coffee with a colleague. For many, working from home can feel isolating and lonely. Take an opportunity to have a virtual coffee or lunch break with a colleague or teammates.