**9 Tips for Working From Home (WFH)**

*Suggestions from the real lives of Virtual Association Network (VAN) members.*

1. Set a schedule for yourself and share it with colleagues.
   * **Establish a morning routine:** Take a shower and get dressed, go for a walk as your “commute”, and don’t work in your pajamas!
   * **Take normal breaks including lunch:** Without office interruptions, WFH can lead to working nonstop. It’s easy to get in the zone and not move hours at time. Keep your energy high with mini breaks.
   * **End your day:** End your day with a routine, too. When you leave your “office” be 100% at home. Many people don’t realize how much harder it is to stop working when you WFH.
2. Create your “office”
   * You need a dedicated workspace. That space is not your couch and TVs are not part of your office
   * If you are someone who is easily distracted, then find a quiet place to work where you can focus. Or wear headphones with a white noise app playing.
   * Find out what your employer expects in terms of an “at home” workplace. Do they want you to have a dedicated area in your home or are they ok with having you work at your local Starbucks? (When Starbucks reopens, that is!)
3. Communicate more
   * Be purposeful in creating virtual “water cooler” chats to connect with colleagues on non-work topics.
   * Use your webcam and video conferencing. It might be awkward at first, but it really works!
   * Reach out to co-workers via phone or video when you need to interact beyond the written word.
4. Set regular staff and/or team meetings, with video. There are a variety of tools including Zoom, Google Meet, Whereby, GoToMeeting, etc.
5. Participate in continuous engagement and collaboration via Slack, Microsoft Teams, etc.
6. Consider Sococo, which provides a virtual replication of your physical workplace so you can see who's currently working, available, and/or meeting. <https://www.sococo.com>
7. Have a Plan A&B if internet goes out at home.
8. Make sure your files are accessible in the cloud (or external hard drive). Evaluate your back-up systems for their efficacy in the virtual environment.
9. Enjoy it! Working remotely can be a wonderful experience