Top 5 Tips to Be Successful **Working From Home**

Has your business transitioned back to a remote workforce environment? Follow these tips to increase your productivity and ensure your continued success.

Setup a deignated work space.

Create a space that is yours. Setup technology to function properly and efficiently. Have natural light. Create boundaries with your family. Close the door if possible to eliminate distractions.

Dress Professionally.

While you may not be in the office, dressing yourself professionally can improve your mentality.

Create a schedule/calendar for yourself.

Set a schedule for yourself. Set a start time for your day and stick to it. Create goals and deadlines. Operate with a schedule as if you *were* in the office.

Connect with co-workers frequently.

There are many different tools to use for virtual meetings. Connect with teammates frequently to discuss productivity, challenges and updates.

Take mental breaks.

Allow yourself breaks throughout the day to get up and get out. Get fresh air and move around. Set an end time for your day. It is easy to continue your work day throughout the evening, but it is imperative to have a stop time to give your brain a resting period.

THE IT COMPANY