

## SETTING UP THE ULTIMATE WORK FROM HOME ENVIRONMENT



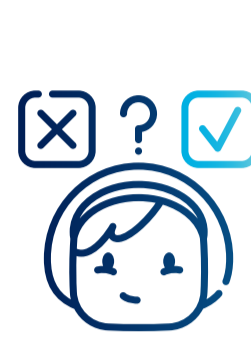
**2/3** of managers report that employees who work from home increase their overall productivity.



**86%** of employees say they're most productive when they work alone - devoid of distractions like inefficient meetings, office gossip, or loud office spaces.



Employers who offered a work from home option had employee turnover rates fall by over **50%**



**68%** of millennial job seekers said a work from home option would greatly influence their interest in working for a company

### WHAT IS YOUR ULTIMATE WORKSPACE?

#### Software

- DOCUMENT MANAGEMENT  
*M-Files*
- VIDEO CONFERENCING  
*Zoom, Teams*
- ENDPOINT PROTECTION & SECURITY
- REAL-TIME COMMUNICATION TOOL  
*Slack, Teams*
- COLLABORATION & PROJECT MANAGEMENT  
*Monday, Asana, M-Files*

#### Equipment



## 13 TIPS FOR STAYING PRODUCTIVE WORKING FROM HOME



**GET YOUR HOME OFFICE ALL SET UP.**  
Monitor, keyboard, mouse, chair, printer... get everything you need set up the way you like it.



**MAINTAIN A DEDICATED OFFICE SPACE.**  
You need an office space that is for business only. Your work setup should be separate from your personal setup.



**USE QUALITY TECHNOLOGY TO STAY CONNECTED.**  
You need basic technology to stay connected — project management, collaboration, communication and document management.



**SUSTAIN REGULAR HOURS.**  
Make a schedule and stick to it. Know when to work and when to call it a day.



**HAVE A MORNING ROUTINE.**  
Routines help us get in the groove. Establish a routine to get into the right headspace.



**GET DRESSED.**  
Taking a shower and getting properly dressed goes a long way towards feeling energized and ready for the day.



**HAVE A SIT-DOWN WITH THE FAMILY AND LAY OUT A FEW RULES.**  
Have a family meeting and lay some ground rules about the space you need to be productive working from home.



**TAKE BREAKS.**  
Allow yourself to take a lunch hour and a couple fifteen-minute breaks to clear your head.



**EXERCISE AND STRETCH PERIODICALLY.**  
Exercise gives your body a jolt of endorphins. Take one of those breaks and stretch or go for a walk. You'll feel so much better afterwards.



**LEAVE HOME IF YOU CAN.**  
Try to step away from your workspace regularly. The fresh air and natural light are a welcome sight.



**DISCOVER YOUR HIGH PRODUCTIVITY PEAKS.**  
Find out what your most productive times of day are and build your work schedule around those periods.



**UPDATE YOUR TO-DO LIST EVERY DAY.**  
It can be challenging to keep track of your priority items, tasks and deadlines. Make it a habit to use a to-do list and update it daily.



**CHECK IN WITH COWORKERS FREQUENTLY.**  
Set aside the time to meet with your team and catch up. It's healthy for you and healthy for them... and everyone feels more connected.