Working from HOME

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Setting healthy BOUNDARIES

Working from home promotes work-life balance, but it does not *guarantee* it. Even though it cuts out your commute and gives you flexibility with your time, it can still lead to anxiety, distraction and burnout.



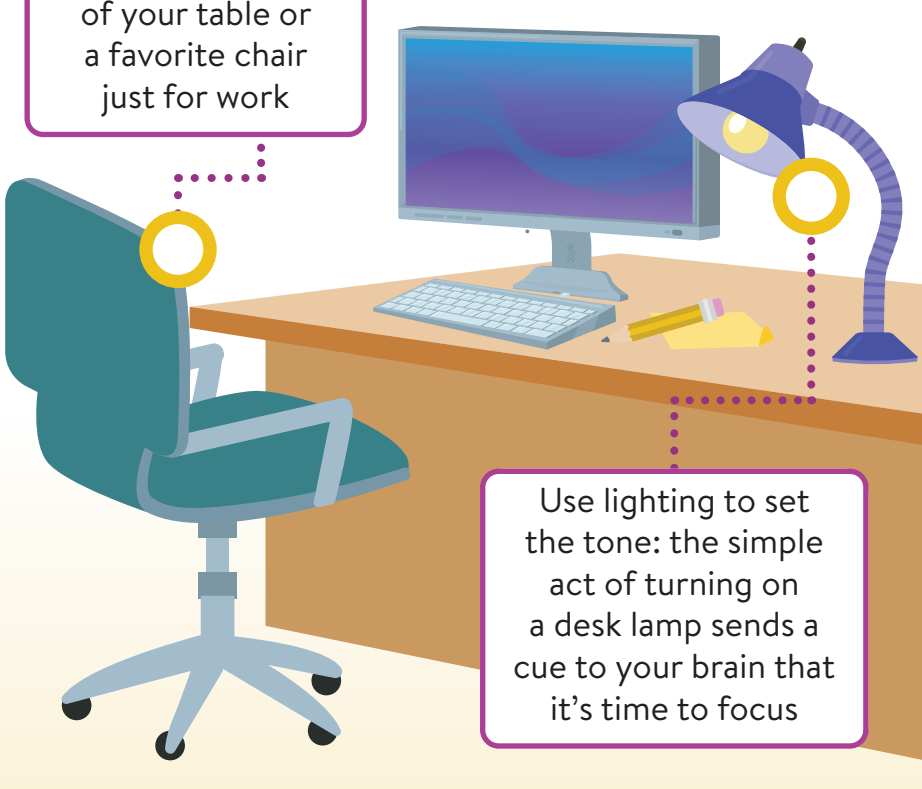
Setting clear boundaries between your work time and your personal time promotes a healthy work-life balance

The "Work-from-home" Gnome

USE YOUR SPACE

Even if you don't have the luxury of a dedicated home office, there are still ways to separate your work area from your living space

Reserve a corner of your table or a favorite chair just for work



Use lighting to set the tone: the simple act of turning on a desk lamp sends a cue to your brain that it's time to focus

USE YOUR MUSIC

Create a mini-playlist to transition into and out of your workday

Studies show that music is effective in raising the efficiency of repetitive work

Experts recommend instrumental music and nature soundtracks for total concentration



USE YOUR OUTFIT

Dressing up for work (even when you work from home) can help you feel more focused and attentive





Changing your clothing before and after work helps define the boundary between company time and personal time

USE YOUR SCHEDULE

Respect your time by cutting out distractions at home and by saying no to after-hours work





Don't forget to take your breaks—going for a short walk is better for stress relief than reaching for another coffee or scrolling through social media

Even if your hours are flexible, try sticking to a consistent routine every day



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Sources: Business Insider, *Wall Street Journal*, We Work Remotely

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