Changes to your work location and schedule can be disorienting. It can be hard to concentrate and stay committed. These tips will help you remain productive and focused so you can make the most of your new work environment.

1. **Establish a Workspace**
   Set up an "office" area somewhere in your home. Using a designated place will signify to family that you are in "work mode," thereby minimizing disruptions.

2. **Develop a Daily Schedule**
   Set up consistent, daily check-ins and coordinate with family members on times that you will each need to "close the door" to hold work conversations.

3. **Stick to a Morning Routine**
   In the morning, get up, shower, and get dressed as if you are going to work. Think about how to repurpose your commute time to go on a walk, stretch, meditate.

4. **Practice Patience & Empathy**
   Have empathy, patience and compassion for yourself, coworkers and family. This is new, scary territory, but remember that we are all going through this together.

5. **Take Time for Self-Care**
   The line between "work" and "home" can easily blur. Designate time to take care of yourself, whether that's through exercise or cooking a healthy meal.

6. **Set Clear Expectations and Goals**
   Have conversations with your coworkers to set parameters over reasonable response times and boundaries for when you can be reached by phone, email, etc.

7. **Communicate, Communicate, Communicate**
   Working remotely, can make it difficult for your coworkers to keep your work top-of-mind. Don’t be afraid to bring up important milestones or progress you’ve made.

8. **Use the Tools Available to You**
   Take the time to understand virtual tools through help guides or tutorials. Focus on learning tools that can help you collaborate with coworkers from afar, like MS Teams.