

01

## Fix Working Hours

It is always best to have a fixed time to start your day and end your day as if the timings were at the office. This will help manage your time and will let you spend time with your family as well.

02

## Work inside a closed room

If you are working and got meetings, it is recommended to "Quarantine" yourself with other family members and do your meetings to keep it professional :)

03

## Set up a proper workstation

Even if you are at home, do not work from your bed or living room. It is important you set up a proper table and a chair so you stay active and productive. Make sure to set up proper resources such as laptops, internet connection, etc.

04

## Start your day with planning your "To Do" list

It is important to prioritize the work with a To-Do list every morning. Getting it accomplished one by one will not only save time but also keep you productive.

05

## Take Regular small breaks

Make sure to get up from your place in about 2 hours. Take a short break, 5-minute walk, 5-minute coffee break to relax your mind and body.

06

## Be a regular Video Conference user

This has 2 benefits, Firstly, you will get ready and look good even when at your home :) Secondly, it keeps the whole team well connected and socially active.

07

## Don't forget to Exercise & Stay fit

While you are working at home, it is important to include your fitness routine. This will keep you energetic and productive at the work as well

08

## Communicate your work hours to your family

When we are at home, we have family all around. It is important we tell them about our work hours, so we can balance our personal and professional routine.