Think about what you are wearing. Maybe you don’t have to wear office casual attire at home, but sitting in your pajamas or loungewear all day can have a sneaky impact on your productivity. Wear clothes that make you feel good!

Establish a dedicated work space, then actually work there. It’s tempting to sit on the couch with your laptop, but that could impact your productivity. The couch will be easier to avoid if you have a dedicated work space. If you already have a home office, make sure the clutter is cleared and the space is functional. If you are working in a common space (kitchen table, makeshift desk in the family room, etc.), shut down and tidy up at the end of each day. Walking by your work mess outside of working hours will get old quickly.

Establish a morning routine. Get dressed for the day, eat breakfast, workout, meditate, call or text someone you love to wish them a good day, whatever works for you. It doesn’t have to exactly match your regular daily routine, but establishing a new morning routine can establish structure that can provide a sense of normal.

Take a mental and physical break! If possible, take morning and afternoon walks. Do something over lunch that will help you feel recharged and in control, knock out a quick chore around the house, call a friend, whatever works for you. Everyone is collectively going through this traumatic experience together, there is no wrong or right way to feel. Remember that you are enough, and to take care of your physical and mental health!

Set limits! You may be working more hours to get through the initial shift and crisis response, but over time, work things should start to normalize. Work if it is critical, otherwise shut it down when you would normally leave the office. Just like before, the work will still be waiting for you when you log back in.

Consider something other than TV as your background noise. Be protective of what your subconscious is listening to! Turn off the news, and consider playing music or podcasts to keep you motivated throughout the day.

Learn and embrace the technology, and the professional courtesy that goes along with it. Nobody wants to be the person on the Zoom call who doesn’t know how to mute their line, or does something embarrassing on camera. Whatever technology you are using, learn it and test it out so you are ready to go. Once you have the tech down, remember to mind your manners. As general rule of thumb, food, pets, kids, spouses, etc. should have limited camera time. Yes, Fido is super cute, but we don’t need to see him every day. Also consider your background noises. If you have an unusually loud home appliance, run it after your conference call.

Eat and drink water. Seems simple enough, but it’s easy to work through the morning before you realize you’ve not stopped for breakfast. You may have a specific ‘work’ water bottle that helps you drink more water when you are at the office, but if you don’t have that water bottle at home, you may not be drinking as much water. Take a lunch break, if possible, in a different place than where you are working.

Schedule a daily or weekly virtual social hour with your work team. Coffee, lunch, whatever works for your team to provide time to connect and maintain a feeling of collaboration and open communication. Be creative in looking for ways to reach out to your colleagues. Many people are struggling emotionally and will need your patience and grace.

If you are a list maker, make a list of what you want to accomplish each day, personally and professionally. Without regular feedback from coworkers, it can be hard to feel like you’re making progress and staying productive, which could lead to a loss of motivation and feeling like you aren’t valued. Keeping a list of the things you do each day is an easy way to capture your accomplishments and can be a visual reminder of your progress.

Are you someone who has been secretly dreaming of what it would be like to work from home? Here we are! Go on that walk you’d imagined would be so wonderful in the middle of the day. Eat lunch outside. Plan a dinner menu for the week now that you are at home and have time to cook. Whatever it was that you used to dream about related to working from home, now is the time!