



1. **Create an “office” space.** Nothing fancy, just organized so things don’t get lost. Dedicated office space train our brains to associate that space with professional activities, leading to greater focus and productivity.

2. **Make a list of what needs to get done every day and do it.** Enough said.

3. **Get dressed.** Take a shower and dress as though you’re going to your regular work place. This reminds everyone, especially you, that even though you’re home, you’re working.



4. **Set boundaries.** Stay-at-home orders may cut down on foot traffic to your door, but it’s important to explain to friends, family, and social media contacts that you’re working from home.



5. **Consider getting out of the house.** For some, leaving the house and working elsewhere helps separate work time and personal time. Take advantage of nice weather and work outside!

6. **Make a “stoplight” for the kiddos.** Find tactful ways to tell family that you cannot be disturbed. Hang colored paper on your “office door” **red** = do not disturb; **green** = “come on in!”; **yellow** = Check first).

7. **Invest in a comfortable space.** A good chair helps you to stick to your work and be more productive.

8. **Designate work hours.** Post work hours on your “office door”, automatic messages, and voicemail greetings. Telework can bleed into personal time, so strive to maintain work/life balance.

9. **Pretend you're not home.** Don't answer your home phone or door during business hours.

10. **Don't make mid-day appointments.** In the wake of COVID-19, many appointments have gone virtual. Determine which appointments are essential and schedule them in a way that minimizes work disruptions.

11. **Use free or inexpensive communication technology.**

Many services make it easy to meet up virtually for free. Some allow you to share your screen with others to give presentations.



12. **Enjoy your flexibility.** Is your focus wavering? Take a break. Get some fresh air.

13. Stay out of the kitchen. Be disciplined and eat as you would at the office to avoid extra COVID-19 “pounds”.



14. Use noise-cancelling headphones. These minimize distractions, especially during teleconferences.

15. ABC: Always Be Communicating.

Instill confidence and trust in co-workers, supervisors, and supported entities by emailing or calling regularly. Set up regular meeting times.



16. Find peak productivity times. Negotiate a flexible schedule. Work when you can be most productive. Results are what matters. Just don't get sucked into always being at work!



17. Prioritize mutual trust.

Telework requires a leap of faith in communities where face-to-face communication, security, and accountability are highly valued. Meeting deadlines, keeping your word, and asking for help increase trust and decrease micromanagement.



18. Celebrate successes. This is more important and easier to forget when working remotely. Let people know when they are doing a great job! Celebrate milestones virtually.

19. Remember your Air Force Family. Many of us joined the AF to be “part of something bigger than ourselves”, a family. Many newer Airmen especially will find social distancing and telework the opposite of what they were hoping for when they joined. All may miss aspects of their jobs. Not being at work can feel like an identity crisis and cause stress. Remind Airmen, especially those in transition, that they matter to us.

