

# How to Be Effective While Working From Home



# Topics today include:

Create a good workspace

Set up your home office

Maintain a routine

Work home balance



# Topics today include:

Communication

Use online meetings

Meeting etiquette

Stay motivated

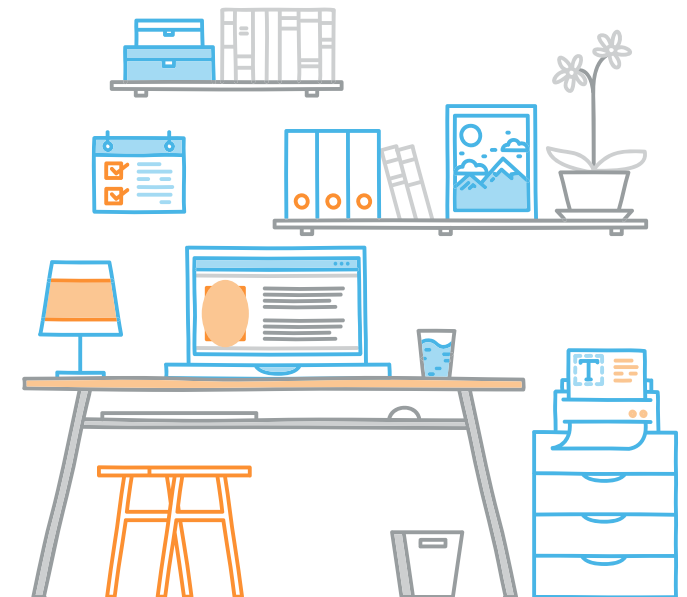


# Topics today include:

Collaborate

Maintain work  
relationships

Ease anxiety



# Create a good workspace

A person with dark hair tied in a bun, wearing a blue and white striped shirt, is sitting at a desk and working on a laptop. The desk is light-colored wood. To the left of the person, there is a small potted plant on a windowsill. The background shows a window with a view of a city. The text is overlaid on the image in white boxes.

Free from interruptions

Dedicated space

Remember ergonomics

Pay attention to lighting



A modern home office setup featuring a wooden desk, a large computer monitor, a desk lamp, and several potted plants. The scene is dimly lit, with the desk lamp providing the primary light source. The text is overlaid on the left side of the image.

# Set up your home office

Good internet connection

Power up your space

Headphones and mic

Video camera

# Maintain a Routine

A woman with long, curly brown hair is lying in bed, her arms raised in the air. She is smiling and looking towards the camera. She is wearing a grey tank top and a red string bracelet on her left wrist. The background is a white, tufted headboard.

Get up and get dressed

Morning routine

Don't skip lunch

Take breaks



# Work home balance

A man in a dark blue shirt is sitting on a white sofa, working on a laptop. He is holding a baby in his arms. The baby is wearing a white patterned shirt and blue jeans. The man is looking at the laptop screen. The background shows a living room with a white shelf holding a teddy bear, a potted plant, and some boxes. A white crib is visible on the right side of the image. There are colorful toys on the floor in the bottom left corner.

Schedule blocks

Schedule social time

Avoid distractions

Create boundaries





Communication is key

Connect with teammates

Reply quickly

Morning scrum

Use chat software

# Use Online Meetings

Virtual workspace

Take notes

Share action items

Record meetings





# Practice Good Meeting Etiquette

Use mute

Use video

Blur background

Impromptu meetings





# Practice Good Meeting Etiquette

A man with a beard, wearing a white long-sleeved shirt and a black headset with a microphone, is seated at a wooden desk in an office. He is looking at a large computer monitor. On the desk, there is a white keyboard, a mouse, and some papers. A pair of glasses is also on the desk. The background shows a window with blinds and some office furniture.

Be on time

Don't play with your phone

Don't eat

Don't multitask



A woman with short brown hair, wearing a light pink button-down shirt, is smiling and looking down. She is holding a bright yellow mug in her right hand. The background is a blurred bookshelf filled with books and various items.

# Stay motivated

Sense of accomplishment

Track your tasks

Find the best time

Focus on your health



# Collaborate



Utilize the tools

Share cloud documents

Share screens

# Maintain work relationships

Online presence

Awareness

Be accountable

Don't go dark





A high-angle, close-up photograph of a person's hands typing on a silver laptop keyboard. The laptop is open on a rustic wooden desk. The person is wearing a grey knit sweater with blue sleeves visible. In the foreground, to the left, is a dark blue ceramic mug. Below the mug, there are some green leaves, possibly from a plant, which are slightly out of focus. A semi-transparent dark grey rectangular box is centered over the keyboard, containing the text "Thank you" in white. The lighting is warm and natural, suggesting an indoor setting with a window nearby.

Thank you