

WORK-FROM-HOME TIPS



For years, it seemed like everyone wanted to work from home. The flexibility to telecommute was a sought-after perk. Today, as the world grapples with the COVID-19 pandemic, working remotely has suddenly become mandatory for millions of workers. It can be a difficult transition, but we have some great tips for you. Sterling Legal's reach puts us in touch with work-from-homers from all niches of the legal market. This is our best advice on how to work from home successfully, directly from our candidates and clients.

Set and Maintain a Schedule.

Working from home may seem like a license to work whenever you want, but that approach is ultimately a recipe for disaster. Setting regular work hours allows your boss, co-workers and family members to know when you are available and when you are not. It also prevents boundary-challenged clients and bosses from taking advantage of you by asking for "just a quick call" at 9 pm.

Put Some Clothes On – Give Yourself the Mental Edge!

Contrary to popular belief among office-bound workers, their colleagues who work remotely do not spend all day in their pajamas and slippers. Well, the successful ones don't. Dressing for work as part of your morning routine helps put your mind in work mode. You don't need to slip into a power suit, but at least look presentable to the public "video" eye. Video conferencing is here to stay and will become a part of your new routine.

Clarify the Rules.

This can be a tough one and may take a lot of reinforcement. The people in your life might not fully comprehend the concept of working remotely and may need to learn that while you are physically at home, you are indeed at work. Make sure the kids understand when/why they are allowed to interrupt you. Let your mom know that you still can't talk for an hour in the middle of the work day. Let your neighbor know that you cannot make a habit of keeping an eye on her kids for "just a minute" while she runs an important errand.

Establish a Dedicated Work Area.

This is another important tool for getting your head right for work. Heading to your home office/ den/ spare bedroom sends a message to yourself and your family that you are "at work."



If possible, don't set up your desk where you eat or sleep. If your workspace needs to be in a corner of the kitchen or the bedroom, fine, but try not to use your kitchen table or your bed as your actual desk. At the kitchen table, you will likely be disrupted for every meal and working

from the comfort of your bed will not give you the break you need to stay focused on your work. Consider that it also might not be conducive to getting a good night's sleep.

Block the Audio Distractions.

We are a big fan of noise-cancelling headphones. We also recommend internet tools that provide music designed to mask distractions and boost focus.

Move Around a Bit.

This is good advice no matter where you work. Get up and stretch every two hours, at a minimum. Take a short walk to get the blood pumping, engage in a quick yoga session, stretch - make the time to move.

Enjoy It.

Use this time to indulge in activities that don't fit into your normal commute-burdened work week. Fix a fancy dinner in the middle of the week. Eat breakfast with your kids every day. Spend an hour in the morning relaxing by yourself with your favorite cup of coffee.

These are crazy, difficult times, but they won't last forever. Before too long you'll be back in the office. Follow these tips and you will both deliver for the boss and create some great memories for yourself – all from the comfort of home.