

# The WFH Checklist:

Tips for promoting effectiveness, productivity,  
and mental wellbeing when working from home

It's a common misconception that productivity necessarily takes a big hit when working from home. Although there are adjustments that need to be made, research shows that people are often as, if not more, productive when they follow best practices as described below.

## Promoting productivity

- ☐ **Clarify performance expectations**  
Review your current and upcoming projects and tasks with your manager, then clarify the expectations for output and timelines.
- ☐ **Set communication standards**  
Different situations benefit from different channels. Talk with your team about when email, instant messenger, phone, or video is preferred.
- ☐ **Work in a designated space**  
Maintain a designated space for work that is comfortable, is as private and quiet as possible, and has the necessary equipment and furniture for being productive.
- ☐ **Minimize distractions**  
Don't worry—the dishes and laundry can wait. Even though you're working from home, redirect your focus to work during business hours.
- ☐ **Schedule your time**  
Stay accountable and ensure your progress on projects by designating blocks of time outside of meetings for completing specific tasks.

## Maintaining a sense of normality

- ☐ **Check-in regularly**  
Try to keep up some of the spontaneous, social interaction with colleagues by checking in on how their day is going.
- ☐ **Maintain business hours**  
It's tempting to let work bleed into your home life, but be diligent about maintaining time boundaries on your job in order to prevent burnout.
- ☐ **Stick to a routine**  
Maintain morning rituals such as waking to an alarm, dressing for work, and eating breakfast as important signals to yourself that it's time to transition into work mode.
- ☐ **Use video during meetings**  
Working from home means missing out on constant face-to-face interaction, but you can restore some of it through use of video during meetings whenever possible.

## Staying mentally healthy

### ☐ **Take breaks**

Taking breaks benefits our mental wellbeing as well as our productivity. To prevent cabin fever, consider taking brief breaks outside, such a 5–10 min. walk, when possible.

### ☐ **Ask for help**

If working from home is taking a toll, talk to your manager or a colleague. Give people some visibility into struggles that you might be having so you can recruit some help.

### ☐ **Show empathy**

WFH situations can pose unique challenges. For example, you may have difficulty limiting background noise during a meeting. A colleague may have trouble with their internet connection. Show extra consideration to one another during this time.

### ☐ **Stay connected**

Spending extended periods of time at home can feel isolating. Make sure you're being proactive about connecting with friends, family, and loved ones outside of work, particularly via phone, video, or social media.

### ☐ **Prioritize self-care**

Getting good sleep, staying physically active, limiting substances, eating nutritious meals, engaging in hobbies and interests, and staying social are all essential activities for mental and physical wellness. Make sure that you're not neglecting your own needs.