

Working From Home Can Be Challenging – but There’s a Solution

Here is your Harvard Business Review survival guide for working effectively from home, because boundaries are fuzzy.



October 17, 2021, 07:00 PM Eastern Daylight Time

KENNESAW, Ga.– (HARVARD BUSINESS REVIEW) – While the opportunity to work from home comes with its advantages such as working in your pajamas or not having to commute, it also does have some real challenges.

Paige Cohen, senior associate editor at Harvard Business Review addressed these concerns along with having provided her own tips and tricks on how to effectively work from home.

According to Cohen, “The key to overcoming both of these challenges is to set boundaries around your time and space,” said Cohen. “So, when you’re working, you’re working. And when you’re not working, you’re not.” Here’s how.

Tip One: Give yourself a dedicated workspace

The best way to stay focused is to minimize distraction.

Finding a place in your home “away from the tv, away from any music or the kitchen,” said Cohen, is the first step to staying focused. “One thing that’s really helpful is to be able to shut the door, so you’re out of sight.”

Tip Two: Make a schedule and stick to it

Pretending that you are not actually working from home can help you stick to a routine. Cohen suggests to:

- Get up as you normally would
- Make coffee
- Sit down at your computer

These steps can aid in remembering what is acceptable and not acceptable to do during office hours. “For example, when you’re at work, you’re not going to play with your dog or listen to music,” said Cohen.

It is also important to remember to quit at quitting time. Yes, even if you are in the middle of a project, it is important to put it down. “It will help you get jumpstarted the next day,” said Cohen.

Tip Three: Set boundaries

Working from home does not mean you are taking the day off. The people and animals you see during the day need to understand that.

“You’re going to want to explain to them, unapologetically, that you’re working from home,” said Cohen. “The more they see you around the house doing your thing, the more they’re going to begin to understand that this is your time to focus.”

Tip Four: Celebrate your wins

At the end of the day, working from home may cause you to feel like you just did not get enough done. Surprisingly, this is normal, and many people feel this way when they work from home.

Celebrating your wins can remind you of the work that you accomplished at home. Writing them down and going over what you did that day could create a virtuous cycle.

“The next time you work from you, you might feel a little bit more focused and just better about your day when it’s over, because it’s not easy,” said Cohen.

Whether you are working from home due to certain circumstance like coronavirus or you simply prefer to, following these simple tips can further contribute to positive work production.

Based on the following HBR video:

<https://www.youtube.com/watch?v=WqZiBugq4ts>

Contact

Michael Strollo
(123) 456-7890
michael@pr.com

###