# Checklist for Working at Home

<table>
<thead>
<tr>
<th>Pitfalls</th>
<th>How to Avoid Them</th>
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</table>
| #1 Habits         | - Keep the same start and end time to your day  
|                   | - Set a daily plan before you start the day  
|                   | - Check in with the team with daily huddles  
|                   | - Don’t check the news in the morning  |
| #2 Workspace      | - Turn off notifications and put your phone away  
|                   | - Find a dedicated space  
|                   | - Install apps to support productivity (see more resources below)  
|                   | - Find a place to put your papers away at the end of the day  
|                   | - Capture ideas that are outside of the scope of your current work topic  
|                   | - Have a “Do Not Disturb Sign”  |
| #3 Procrastination| - Use short time blocks and a timer to maintain your focus  
|                   | - Review your outcomes before you start the time block  
|                   | - Use Focus-mate (app) to stay on task  
|                   | - Schedule your procrastination - set up break times to do other tasks  |
| #4 Chat tools     | - Talk to your team about some guidelines for use of the tool  
|                   | - Identify what qualifies as urgent and how to handle urgent matters  
|                   | - Schedule chat times otherwise make your status unavailable  
|                   | - For more detailed issues, use video conferencing  |
| #5 Email          | - Set up a filing system to organize emails and follow-ups  
|                   | - Change titles to reflect content  
|                   | - Use bullet points and keep your emails short  
|                   | - Manage expectations on availability  
|                   | - Limit the number of times you check email (schedule them)  |
| #6 Misunderstandings| - Assume positive Intent  
|                   | - Get curious and ask more questions  
|                   | - Communicate delays and challenges well ahead of schedule  
|                   | - Pick up the phone, send a voice message via text or phone  |
| #7 Temptation     | - Pretend you are not at home  
|                   | - Give yourself only health choices for your breaks  
|                   | - Ask yourself is this the best use of my time  
|                   | - Be proactive and know what’s next  
|                   | - Schedule your priorities  |
| More Resources    | - Be aware of your distractions - [http://Distractionquiz.com](http://Distractionquiz.com)  
|                   | - 14 Day Challenge: [https://accelerateproductivity.net/14daychallenge](https://accelerateproductivity.net/14daychallenge)  
|                   | - Time Blocking -[https://accelerateproductivity.net/7steps14days](https://accelerateproductivity.net/7steps14days)  
|                   | - Recommended Productivity Apps - [https://p10app.com/recommended](https://p10app.com/recommended)  
|                   | - Take Back Time Podcast - [https://tugofwarwithtime.com/take-back-time](https://tugofwarwithtime.com/take-back-time)  |