

# Work from home checklist

## Room

- ✓ Room is dedicated to work
- ✓ Room is isolated from the living room or TV & kitchen
- ✓ Room has a bolt from inside. You can lock yourself up while working
- ✓ Room has enough water storage and light beverage, so you can work for 4 hours undisturbed
- ✓ Room has a decent setup with ergonomics for you to work
- ✓ Room has Uninterrupted power supply
- ✓ Room has good wifi connectivity, at least 10Mbps
- ✓ Room does not have TV or any addictive entertainment which turns on with a click of a button

## Family

- ✓ Family is aware of your work timing
- ✓ Family has committed not to disturb you at work
- ✓ No events or functions planned during office hours
- ✓ No child or pet will be put under your supervision during work hours
- ✓ Guest visits to be kept at a minimum, zero is preferred
- ✓ No home chores are expected during work hours

## Self

- ✓ Time blocking work hours every day from the same start and end time
- ✓ Phone to be kept silent, offline and in another room preferably
- ✓ No TV or Video sites to be opened in-office hours.
- ✓ Reading tech/news blogs not allowed in office hours
- ✓ Workplace exercises allowed
- ✓ Lunch break at the same time every day
- ✓ No afternoon nap
- ✓ Attend your coworkers or team needs, every single day
- ✓ Do not be on and off to work, plan your day, and do not let any burnout
- ✓ No slacking at work even if nobody is watching over the shoulder
- ✓ Meetings to be given undivided attention
- ✓ Keep note-taking pad ready during meetings