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10 Tips to Increase Productivity While Working from Home

From kids and pets, to hobbies and chores, working from home comes with distractions we don't usually experience while we're in an office setting. At times like these, we don't have the choice of eliminating those distractions by coming into work. So, we have to adjust. Different things may work for different people, but these tips are a great jumping off point to help keep you on task.

1. Create a Dedicated Workspace
Creating your own office environment helps keep you from getting distracted. Arrange your workspace any way that makes you comfortable, maybe even try to simulate your desk in the U.S. Xpress office. Just make sure it is dedicated to work only or you may be tempted to do something else.

2. Set a Routine
Maintaining a routine, particularly in the morning, can help set your intentions for the day. Get up, make coffee, and change into your office attire (studies show it helps with productivity). Find what works for you and stick to it.

3. Wake Up Earlier
Believe it or not, getting up early allows you to be productive for more hours of the day. If you wake up before your household (and even your team), you can eliminate a lot of distractions that tend to arise in the morning hours.

4. Avoid the TV
We know it can be tempting to turn on your favorite show while you're working. But even if you're not watching it closely, TV serves as a distraction that can hinder your productivity and motivation. If you find you need some sort of background noise to concentrate, try some quiet music instead.

5. Set Alarms
When distractions are around every corner, it's important to keep track of time. Setting alarms every 30 minutes to an hour can remind you to switch tasks, prepare for any virtual meetings you may have, or even take a break to eat lunch.

6. Log Out of Social Media
Social media is one of the biggest distractions in a workday, especially when working from home. It's easy to just open Instagram, start scrolling, and lose a whole hour. Before your workday begins, make sure to log out of all social media, eliminating that distraction from the start.

7. Make Lists
For most of us, this is a stressful time in both our work and personal lives. It's easier than ever to let things slip through the cracks, especially when you're adjusting to a new work environment. Making

lists of your daily deliverables can help you keep your workload organized, stay on track to hit your goals, and even, when you get to cross items off, improve your mood.

8. Take Breaks

When we're in the office, it's easy to take a minute to go get a coffee, chat with a coworker, or grab a quick lunch. But making time for breaks can be a little more difficult when you're working from home. Giving yourself room to take a breather, grab a snack, or do some stretching will help you stay focused and calm when you get back to your workspace.

9. Stay Connected with Your Team

Touching base with your team is always important – even more so when working from home. Without your physical presence, staying in the loop can be difficult, especially when issues arise. Make sure your team can get in touch with you and that you are talking to them continuously throughout the day to help maintain an even workflow.

10. Know When to End Your Day

Working into the night may seem like it would help you get more done. That's not necessarily true because it tends to hinder the quality of work and cause decreased productivity the next day. Make sure you end your day at a reasonable time. Having people get burned out is the last thing we need right now. Go enjoy your evening so you can be refreshed and ready to knock it out of the park tomorrow.

Posted: 3/24/2020 1:26 PM

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