Win at Working from Home!
Tips & Tricks to Maximize Productivity and Make an Impression!
Housekeeping Items

Please mute your microphone.

Submit all questions through the chat box.

Text cynthiaallan255 to 37607 once to join or respond at pollev.com/cynthiaallan255
How are you feeling about working from home?
Today’s agenda

- Pros and Cons of working from home;
- Top 10 tips for succeeding at working from home;
- Stay connected and network with your team;
- Maintain work/life balance;
- Questions
**Pros**
- Increased flexibility
- Comfortable environment
- Increased focus and productivity
- Autonomy in work

**Cons**
- Feelings of isolation
- Susceptible to burnout
- Disruptive surroundings
- Fear of optics
- Struggle with blurred lines
Top 10 Tips

1 – Establish a morning routine
2 – Dedicated Workspace
3 – Set Daily Goals
4 – Avoid distractions
5 – Regularly check in with coworkers and supervisors
Top 10 Tips

6 – Take breaks
7 – Look for training opportunities
8 – Be positive and flexible
9 – Research online resources and tools
10 – End day with a routine
WHICH TIP ARE YOU GOING TO PUT INTO PRACTICE?
Stay Connected & Network

- Update LinkedIn and stay active
- Show up to meetings and be heard
- Socialize
- Video conferencing etiquette
Maintain Work/Life Balance

- Separate work and home
- Nurture mind and body
- Schedule your life.
Questions?
Contact us!

Cynthia Allan, Career Advisor
cynthia.allan@uottawa.ca

Career Development Centre
Book an appointment by emailing us at cdc@uOttawa.ca

Chat with us on Google Hangouts!
(Add chatwithcdc@gmail.com to your contacts.)