

Terry Matlen's Productivity Tips

WORKING FROM HOME & CREATING THE RIGHT WORKSPACE:

- Pick the spot
- Clean off the spot
- Stock your area with the minimal items
- Consider purchasing noise-cancelling headphones.
- Ask yourself if your chair is comfortable.
- Consider alternative work areas, i.e. a stand-up computer desk.
- Make sure your lighting is adequate

- Consider blue light glasses if you are on your computer all day.
- Set alarms to move around during the course of the day.
- If you feel stuck, unproductive, consider taking computer to a different work environment for an afternoon.
- Keep a to-do list and mark tasks off as you go.
- Set three times a day to open emails.
- Choose music without lyrics to listen to.
- Leave 10-15 minutes at the end of the day to clean your work area, write a to do list for the following day. .