

Here are some **tips and tricks for successful telecommuting**

1. **Set realistic goals:**

- Even when working from home, difficulties can arise, so be prepared.

2. **Identify what needs to get done every day and make sure to do it:**

- As long as you have a plan on how to complete the list of daily tasks on your personal to-do list, it doesn't matter if or how you may be interrupted, if you get things done by the end of the day.

3. **Get dressed:**

- Keep a regular routine - to shower and dress every day as if you were going to an actual office.

4. **Avoid boredom and loneliness:**

- Stay connected with colleagues and maintain social engagements.

5. **Don't let friends stop by:**

- Dana Marlowe, principal partner of the Silver Spring, Maryland-based IT accessibility consulting firm Accessibility Partners, uses lunch as a time to meet with friends and if they show up at her house, she politely tells them she's working. "Boundaries are only as effective as they are enforced," she says.

6. **Show your face:**

- Use video calls to stay visible and engaged.

7. **Get in-person time with co-workers:**

- Once a month the four-person virtual team at Moreno Valley, California-based commercial telecom company TelecomQuotes meets in person. "I'm a big believer in kinesthetic learning or learning by doing and that's a bit of a lost art with our virtual world," says CEO Michael Bremmer. "There is something about white boarding an idea, while talking through the story and everyone is leaning in, engaged, thinking about a common goal, drawing on the deep-water thoughts, that you just don't seem to get on a conference call or video call.

8. **Keep yourself updated:**

- Stay informed about work-related matters.



Telecommuting Tips for Those Working From Home

9. **Stay in the loop:**
 - Communicate with your team and be a team player.
10. **Keep your motivation up:**
 - Find ways to stay motivated and productive.
11. **Avoid multitasking:**
 - Focus on one task at a time.
12. **Create a new routine:**
 - Establish a workday routine even when telecommuting.
13. **Set up a dedicated workspace:**
 - Having a separate area for work is crucial.
14. **Enjoy your flexibility:**
 - Find your focus wavering? Take a break with a bike ride, swim, or even by quitting work for the entire day. That's according to Patti Hill, founder and managing director of Austin, Texas-based [Penman PR](#). "Because my work schedule can be as flexible as I need it to be, sometimes it's important to walk away," she says. "It's amazing what a cool dip on a hot day can do for helping boost creative juices."
15. **Practice mindful self-care:**
 - Take breaks and prioritize your well-being.
16. **Stay out of the kitchen:**
 - "This is sort of the dirty little secret of telecommuters, but it's like the freshman 15 all over again. I shudder at the thought of how many times I opened the fridge that first year. It was just constant snacking," says Joy Martini, president of the New York City-based marketing and communications firm Martin Consulting. "So, you need a kind of discipline and that's really the clincher for the whole thing: having the discipline to get done what you need to get done; the discipline to avoid the kitchen; the discipline to kick your drop-in friends out."
17. **Ask for what you need:**
 - Communicate your needs to your employer.

Thoughtful Quote:

"Focus on being productive instead of being busy." – Tim Ferriss