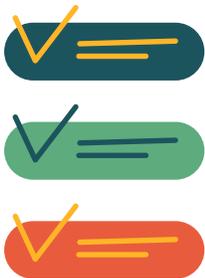


# STAYING PRODUCTIVE AT YOUR HOME OFFICE



Working from home can come with distractions and interruptions that make it challenging to stay productive. We've compiled some of our favorite resources and tips to help you manage your time better and get more done each day.



## TACKLE YOUR TO-DO LIST

First things first, keeping track of your tasks and getting them done is easier with a to-do list. By having a list, you can add structure to each workday and track what you accomplished during the week.

To get started, check out some of our favorite to-do list apps:



Makes it easy to organize, plan, and collaborate on tasks.



Brings a process management focus to your task list so it's streamlined and easy to complete.



Google keep

Provides a simple to-do list platform that easily integrates with your other Google platforms.

**Tip:** When writing your tasks, make them as specific as possible, and avoid being vague.

For example:

Instead of



try this.





## KEEP YOUR MANAGER IN THE LOOP

Follow these two steps to open a line of regular communication with your manager about your priorities and tasks.



1. Agree on a day of the week to touch base on your tasks.



2. Decide on the format you will use to share your updates with your manager

Here's a template you can use to share your tasks and deadlines with your manager easily. >>>



## STAY COLLABORATIVE WITH YOUR TEAM

Having little to no actual face-to-face time with your teammates can make it challenging to collaborate and share ideas. Strengthen your team's connection and collaborate with one another using these types of tools:



### Task Management

Organize, manage, and track your work together as a team.

A few popular choices include [Asana](#), [Basecamp](#), [Wrike](#), and [Microsoft Planner](#).



### Streamlined Communication

Stay in touch with your colleagues, organize conversations, share files, and more through team communication tools.

A few go-to options include [Slack](#), [Microsoft Teams](#), and [Skype for Business](#).



### Virtual Collaboration

Bring the classic office whiteboard to your virtual meetings.

Use a tool like [Miro](#), [Stormboard](#), or [Limnu](#) to make collaboration easier in your next meeting.



Check with your company to see what tools they may have available to you.

For a comprehensive list of recommendations on tools and software, [check out this checklist](#).