

How to Rock Your Work From Home Schedule

A Sample Schedule to Help You Be More Productive While Working from Home

Staying active, maintaining health, and being more productive are three main goals everyone has when working from home. Use this template as a starting point to create your personalized schedule. Don't forget to check in on each other throughout the day.

6am - 8am:

Get moving! Wake up, stretch, practice breathing exercises, or stream a 30 minute morning workout. Shower, then make your favorite hearty breakfast and morning drink. Write down 3 things you're thankful for and/or 3 things you wish to accomplish today - it can be work related, family related, or personal. No screens during this time.

8am - 10am:

Eat breakfast. Check in and greet your team via chat tools you're using, with a fun Gif, an inspirational quote, or just a simple Good Morning! Positive vibes only. Catch up on emails and begin your work day!

10am - 12pm:

Work for 1-2 hours. Try to avoid negative news and browsing through social media. This is your time to stay hyperfocused and attentive in meetings.

12pm - 1pm:

Eat lunch. Avoid distractions, silence work notifications, and take this opportunity to be present. If time permits, take a quick walk outside your neighborhood, keeping in mind that you practice social distancing with others.

1pm - 3pm:

Get back to the grind. Take meetings and calls with your Webcam on or off. Don't forget to stand up and stretch every hour and drink plenty of water. Keep your healthy snacks in the kitchen, instead of your workspace so it forces you to get up and walk a little.

3pm - 5pm:

Listen to your favorite podcast or playlist and take a 20-30 minute walk, or practice midday meditation. Continue working, take your last meeting, and cross the to-do's from your list. You've accomplished a successful work day!

5pm - 6pm:

Wrap up for the day. Check in on your team and other colleagues. Write down your to-do's for the next day so you're ready to conquer another work day. Do a 30 minute workout if you missed one this morning.

Join our [#AlwaysLearning](#) community on LinkedIn and share your tips on how you stay productive and connected while working from home.