

Working from **HOME**

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THE WORK-FROM-HOME GNOME



The pros and cons of

WORKING FROM HOME

WORKING FROM HOME

Typical perks include:



**ZERO
COMMUTE**



**FINANCIAL
SAVINGS**



**FLEXIBLE
SCHEDULE**



**CASUAL
DRESS**



**ACCESS TO
SNACKS**

WORKING FROM HOME

Typical downsides include:



DISTRACTION



ISOLATION



**LACK OF
EQUIPMENT**



BURNOUT

Working from home promotes work-life balance, but it does not *guarantee* it



Setting clear boundaries between your work time and your personal time helps you enjoy the pros of working from home while avoiding the cons



How to set healthy
BOUNDARIES



Use your space

If you don't have a separate home office, reserve a corner of your table or a favorite chair just for work



Use your space

You can also use lighting to signal that it's time to focus; use a desk lamp or ambient lighting during work hours

Use your music

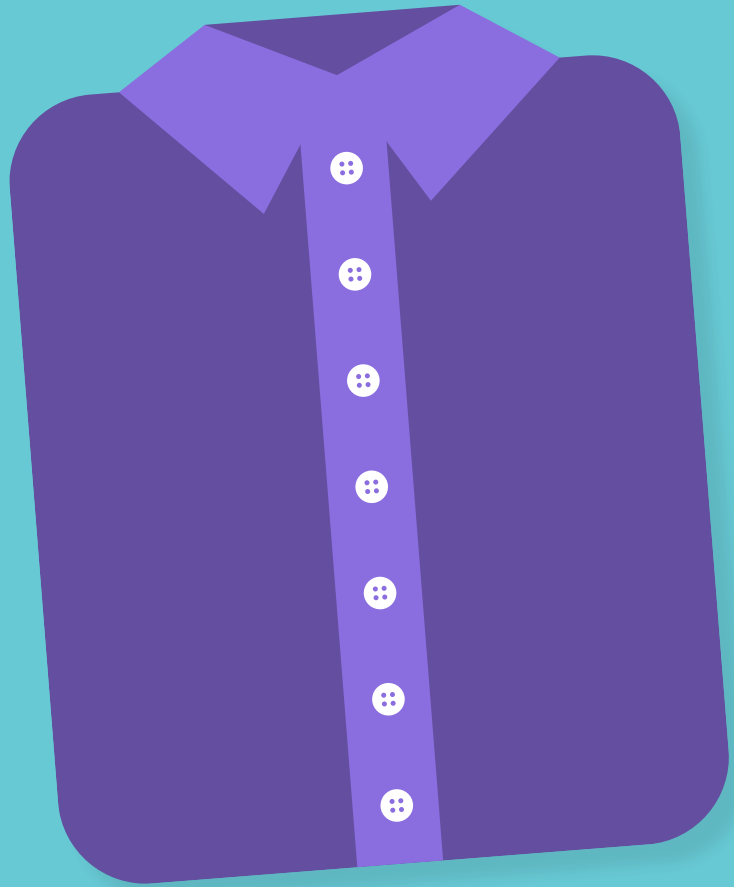
Create a mini-playlist of upbeat songs to transition into and out of your workday



Use your music

Experts recommend instrumental tracks and nature sounds for work tasks that require total concentration





Use your outfit

Changing your clothing before and after work helps define the boundary between company time and personal time

Use your schedule

Even if your hours are flexible, try sticking to a consistent routine every day



Use your schedule

Don't forget to take your breaks—going for a short walk is better for stress relief than scrolling through social media



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Sources: Business Insider, *Wall Street Journal*, We Work Remotely

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