

Work From Home Worksheet

Use this worksheet to prepare for and set yourself up for a successful work from home experience! It's divided into activities you can do to set yourself up to work from home, as well as activities you can do before, during, and after each work day.

Set Yourself Up

- Make four lists:
 1. Things you enjoy from your current routine
 2. Things you don't enjoy about your current routine
 3. Things that have the potential to cause stress, distraction, feel like you're failing - keep these things in mind so you easily recognize them when they pop up
 4. Things that will create a feeling of flow, success, enjoyment - infuse these things into your daily routine (lots of space for that in the tips below...)

Set Yourself Up (continued...)

- Set a schedule
 - Include the things you enjoy from your current routine - if you like doing your makeup everyday, keep doing that. If you enjoy listening to your fav podcast on the commute to work, do that while getting ready for the day.
 - Don't include the things you *don't* enjoy from your current routine - this is the perfect time to infuse some joy into your new routine by skipping out on the things that you don't enjoy but feel you *have* to do when you're working outside the home. If you hate doing your hair, throw it up in a top knot and forget about it!
 - Limit distractions:
 - Set a specific day for house work, chores, and errands (weekend days preferably)
 - Tell friends and family not to call during work hours
 - Turn off the TV! Or set aside a specific time to watch TV - maybe during lunch - ya wanna have *some* fun!
 - Set aside time for human interaction (phone calls, video chats, virtual co-working)

Write Out Your Schedule Here:

Set Yourself Up (continued...)

- Create a workspace
 - Make it a designated area away from distraction
 - Have fun making it a positive environment (upbeat music, your favorite scent, lots of natural light) - you get to control more of that at home than you do in your regular office!

Before Each Work Day:

- Do two things you enjoy from your current routine:
 - 1.
 - 2.
- Set up your workspace - music? scent? drinks? open blinds?
- Set a Daily Intention:
 - Today, I intend to...
- Set a Daily Reward:
 - For completing all my work today and staying focused, I'll reward myself with:

During Each Work Day:

- Work from at least two different locations:
 - 1.
 - 2.
- Take three stretch breaks
- Eat a healthy lunch
- Do two things that create a sense of flow and enjoyment (text a friend, take a walk, play with your pet, etc.)
 - 1.
 - 2.

After Each Work Day:

- Ask yourself what you need to feel 'complete' about your work day
- Make a list of things to do tomorrow
- Acknowledge yourself - Today I did a great job with:
- Reward yourself - Today's reward is:
- Exercise
- Interact with two other humans
 - 1.
 - 2.

For more info on how to set up your work from home routine for success, read the Rachel E.H. Photography Work From Home Tips blog post [here](#).