1. Set yourself up for success
   Work in a comfortable, quiet place with good lighting.

2. Establish your routine
   Set your specific work hours and boundaries, and stick to a daily routine.

3. Practice self-care
   Be proactive. Start an exercise program and focus on your total well-being.

4. Increase communication
   Check in with your team and co-workers often.

5. Cherish children
   Be flexible to accommodate your children’s needs and those of your employer.

6. Help others
   Encourage others working from home, and contribute to the greater good.

7. Take breaks
   Make time for brief pauses throughout the workday.

Source: Department of the Navy Civilian Employee Assistance Program (DONCEAP)
https://magellanascend.com/ or 1-844-DONCEAP