



## Working from home tips

starfish

[www.starfishm.com.au](http://www.starfishm.com.au)

## Stay in your routine

- get up at the same time
- get dressed for work (don't stay in your jammies)
- do same things you would do before heading into the office
- if you miss the commute, drive around the block

## Create a dedicated work space

- if you have a home office area, use it
- if you don't have a home office area, create a work space somewhere quiet
- use an area that doesn't have a lot of foot traffic, like a spare bedroom

## Create a school space for the kids

- make it a separate space to your home work space

## Set up your home work space like your office space

- try and replicate your office or work set up as much as possible
- doing this will help you feel more like you're at work than at home

## Follow your systems and processes

- make sure they are up to date and accessible by all your team

## Plan out your days

- have a to do list
- allocate your tasks into your calendar
- use a project management system
- whatever works for you, plan your day out to help you stay focused on what you need to achieve

## Take your breaks at the same time as usual

- keep the routine happening
- set the expectation with your family that morning tea, lunch, and afternoon tea for everyone will be at specific times (just like school and work)

## Turn off email notifications

- respond to emails at dedicated times during the day
- set up your Out Of Office message to advise people that you'll check your emails at certain times
- let people know if they need an urgent response to phone you.

*At starfish marketing we've been working remotely since day 1. This is what works for us. These tips don't cover every scenario, however we hope they help you.*



**Stay safe**  
**Be kind**  
**Let's look after each other**

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