


Own your work *from home*

Are you working from home or considering doing so? While working from home has advantages, it can also be a challenge. Set yourself up for success with these tips.


Talk
with your
supervisor.

Have a
space for
work.



**Maintain contact
with your peers,
colleagues and/or
customers. Check
in with them often.
Don't allow yourself
to "fall of the
radar."**

**Be sure you
know what your
supervisor wants
you to get done
each day. If you
don't know, ask.**



**A desk or
table for your
computer
and papers is
important. Don't
simply use a bed
or couch.**

Keep in
touch with
others.

