

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.

Have a space for work.

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

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

Keep in touch with others.

Talk with your supervisor.

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