

# 5 tips needed to work from home effectively

Working from home is not only convenient for traveling, not going away, not having to suffer from rain or smoke on the way to the company but also helps you to be flexible about daily schedules. Please pay attention to these 5 things so that every working day at home becomes more effective!

Because technology is increasingly developed, there are now many people who often bring their personal devices to work or work at home. About a quarter of the US workforce is working from home, at least part of their working time and the number of people working from home has increased to 103% since 2005. According to *Fast Company* magazine: " 25 % of business leaders said that by 2020 there will be more than one quarter of the workforce do not need to work at the office as tradition ".



**Working from home is** not only convenient for traveling, not going away, not having to suffer from rain or smoke on the way to the company but also helps you to be flexible about daily schedules. Moreover, you can work with higher productivity because there are many opportunities to integrate healthy living habits into your schedule. However, whether working full-time or part-time, pay attention to these **5 things so that every working day at home becomes more efficient !**

## 1. Building an effective working environment



First of all to achieve high efficiency when working from home, create yourself an organized work environment, which will help you minimize distractions from the outside.

As Greg Peters, Business Development Manager for Cisco Authorized Distributor, KBZ admits that when he started working from home, he was easily distracted by the freedom of working at home and it was also affects his working rules. Greg Peters advises us to create a reasonable timetable and stick to it to be more focused. Selecting a workplace can easily access the tools you need and eliminate things that distract you from the outside, like TV or other entertainment.

When working near temptations, it may reduce productivity or cause you to miss the deadline. So working from home will be a difficult experience because it forces you into a situation where you have to complete every task, although there may be many temptations around. In addition, you should also reduce communication with family members or roommates when you need to focus on work to avoid interrupting while working. Let your home become a professional and organized work environment, which will help you think logically and creatively.

## **2. Eat a nutritious lunch**



If you want to maintain the will to create a great product or result during the long working day, eating a nutritious lunch is essential. In the book "*Willpower: Rediscovering the Greatest Human Strength*" (translated: "*Willpower: Exploring the Power of Great People*"), author Roy F. Baumeister and John Tierney studied the relationship directly. Continuing between the will and glucose, explain how important it is to not have a nutritious diet.

*Harvard Business Review* has emphasized the importance of a nutritious balanced meal, as starches or fat-containing foods such as pasta and fried cheese can provide you with a great source of energy at first. But it will cause an "*energy crisis*" later, because the energy that these foods provide for the body is only enough to process them.

Therefore, if you want to keep your productivity productive for the whole day, you should eat more fresh fruits, vegetables and low-fat proteins, which will help keep your energy source up. Moreover, healthy meals will provide an effective source of energy for you.

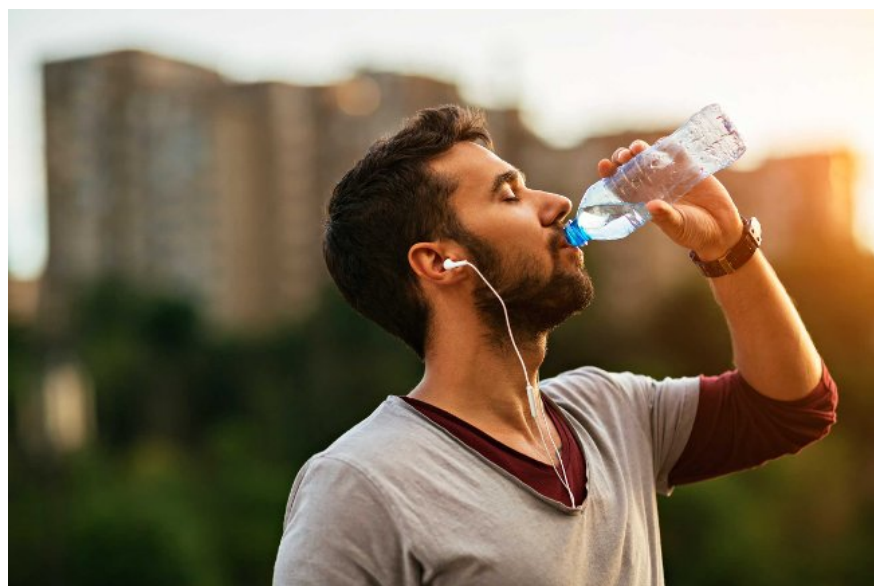
### **3. Spend at least 15 minutes catching the sun**



Remember: **Don't just sit around at your desk all day** . According to research at Harvard University, going out to get sunlight brings many health benefits, it helps to add vitamin D to the body to fight disease. Being more exposed to light is also a good way to improve your mood, physical activities like walking outdoors can help increase endorphin production, improving mood and concentration. Take the time to go out when more inspiration is needed to work and enjoy nature.

Working from home doesn't mean you have to spend all your time at home doing or sticking at your desk, but you can be more flexible in time and at work. If all you need is Wifi to perform a task, try changing the work environment by going to an outdoor cafe to change the space as well as recreate the energy when you enjoy under sunshine. Don't sit for a while, try going outside to feel a little **early sunshine** to create excitement for your day.

#### **4. Spend at least 30 minutes exercising**



Being busy with work is probably the main reason why you don't have time to exercise regularly. In the absence of physical activity and a sedentary lifestyle, it will reduce your energy levels and interfere with your productivity. This also means that you accidentally "process" your body at risk of diseases such as diabetes, chronic heart disease, these diseases will significantly affect the ability to work in the future throughout a long time.

According to the American Heart Association, it is recommended that at least 30 minutes of viable metabolic training ( *also known as endurance exercise* ) *be exercised* at moderate intensity of at least 5 days / week, or at least 25 minutes of these exercises with high intensity 3 days / week to maintain cardiovascular health in general. Weight-bearing exercises are also essential to protect bone health and burn more calories while resting to maintain the optimal index in the body. Add your schedule 30 minutes to exercise if you want to have a **healthy lifestyle** and also an effective way to keep your energy levels working more efficiently.

Taking time to exercise is a way to help your body work more effectively. Practicing with a little music will be a great option for that day.

## 5. Reward yourself when you complete the task well



Maintaining the momentum by rewarding yourself for a short period of time to rest every good job is a good way to create fun and motivation for yourself. Working relentlessly can reduce concentration and extend the time to complete the work, so it is written in the report of the health magazine: " *Short and frequent breaks will help the body increases stamina and reduces the aches and pains experienced while working* " .

Make sure you don't reward yourself by enjoying a candy bar or being sucked into a certain drama. Instead, take a quick walk outside to get a chance to recharge, take vitamin D and burn calories. Moreover, allowing yourself to take a break each time you complete a task is an effective way of encouraging yourself, helping you better balance your work and life before returning to your current job. .

### Refer to some more articles:

1. Why should we spend time writing every day?
2. How to maximize income if you are a Freelancer?
3. Top 10 most income-generating home jobs today

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