How to Work from Home Without Burning Out

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Working remotely is a luxury—but it's also an acquired skill. For many employees, working from home has meant taking on an extra load of responsibilities without the same level of structure that comes with going into the office automatically. This isn't to say that working from home is inherently bad or easy, but rather that it requires a more intentional approach to stay healthy, productive and happy. Whether you're working from your house for the first time or have been doing it for years, the following tips can help you create a more productive and enjoyable work experience.

1. Stick to a schedule

When you're working from home, it's easy to think that you can work however much you want, whenever you want. But without a set schedule, you're likely to find yourself working all day and night, which can lead to burnout and poor health. Stick to a routine that works for you, whether that's waking up early in the morning to tackle the most challenging work or reserving the afternoons for less demanding tasks. Whatever you choose, make sure to include breaks throughout the day to avoid burnout.

2. Designate a space for getting work done

Creating a routine is important, although what works for one person might not work for another. Many employees have learned that working in the bed, kitchen or other areas of the house can be distracting and lead to decreased productivity. Consider creating an area in your home specifically for work, such as a home office or a quiet corner in your bedroom. This can help you mentally zone the space and signal to your family that you are available for work. You can also use tools like a desk chair and desk lamp to create a more professional work environment.

3. Set clear boundaries

Clearly signal to your family and friends when you are available for work, and set boundaries to ensure that you have time for yourself. Some people have learned that it's helpful to create physical barriers, such as closing a door or using a curtain to create a work space. Others have learned that setting specific times for work can help界定 boundaries. Finding what works best for you is key.

4. Take breaks

It's easy to forget about taking breaks when you're working from home, but they are just as important as they are in the office. Take regular breaks throughout the day to stretch, take a walk or do something that you enjoy. This can help you stay focused and energized throughout the workday.

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6. Stay connected

While working from home can be isolating, it's important to stay connected with your colleagues and friends. Make time for virtual meetings and check-ins, and don't be afraid to reach out if you need support. Staying connected can help you feel more connected and less isolated.

7. Practice self-care

Taking care of yourself is key to staying healthy and productive. Make sure to get enough sleep, eat healthy meals and exercise regularly. These habits can help you stay focused and energized throughout the workday.

By following these tips, you can create a more productive and enjoyable work experience from home. Remember that everyone is different, so it's important to find what works best for you.