

*Working from*  
**HOME**

BROUGHT TO YOU BY



- IT'S A -  
**MONEY  
THING®**

# THE WORK-FROM-HOME GNOME



*The pros and cons of*

**WORKING FROM HOME**

# WORKING FROM HOME

Typical perks include:



**ZERO  
COMMUTE**



**FINANCIAL  
SAVINGS**



**FLEXIBLE  
SCHEDULE**



**CASUAL  
DRESS**



**ACCESS TO  
SNACKS**

# WORKING FROM HOME

Typical downsides include:



**DISTRACTION**



**ISOLATION**



**LACK OF  
EQUIPMENT**



**BURNOUT**

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Working from home promotes work-life balance, but it does not *guarantee* it

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Setting clear boundaries between your work time and your personal time helps you enjoy the pros of working from home while avoiding the cons



*How to set healthy*  
**BOUNDARIES**





## **Use your space**

If you don't have a separate home office, reserve a corner of your table or a favorite chair just for work



## **Use your space**

You can also use lighting to signal that it's time to focus; use a desk lamp or ambient lighting during work hours

## Use your music

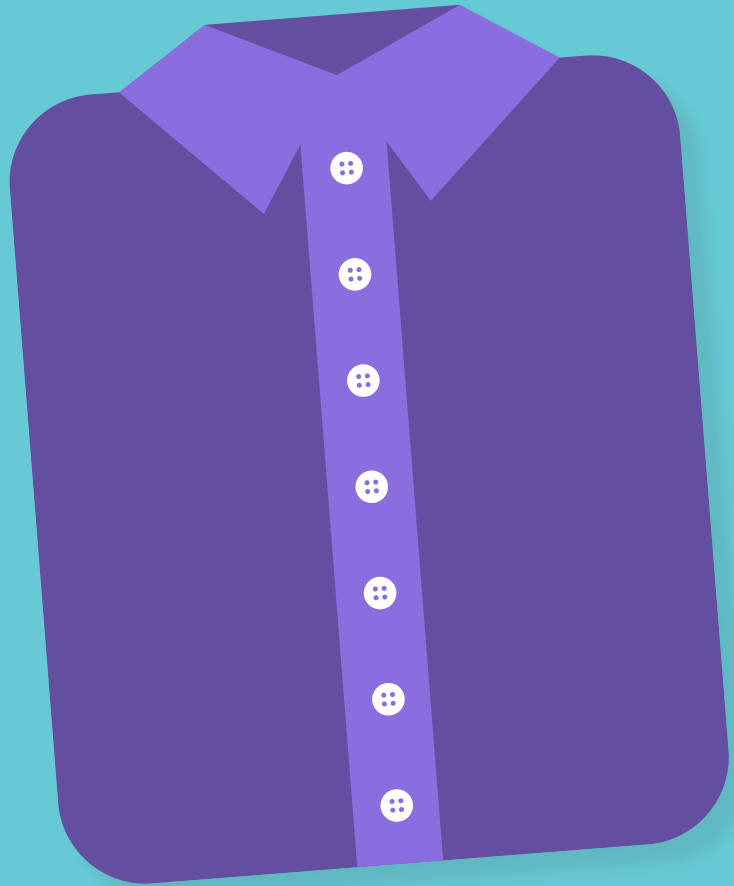
Create a mini-playlist of upbeat songs to transition into and out of your workday



## **Use your music**

Experts recommend instrumental tracks and nature sounds for work tasks that require total concentration





## **Use your outfit**

Changing your clothing before and after work helps define the boundary between company time and personal time

## Use your schedule

Even if your hours are flexible, try sticking to a consistent routine every day



## Use your schedule

Don't forget to take your breaks—going for a short walk is better for stress relief than scrolling through social media



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Sources: Business Insider, *Wall Street Journal*, We Work Remotely