

SUJET	BTS Comptabilité et Gestion	SESSION 2018
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Sujet n° 1

Tips on Being Productive Working from Home

Working from home certainly has its benefits – flexibility, saving time by not commuting, and increased work / life balance, to name a few. However, achieving that work/life balance, particularly when working from home, is often easier said than done.

- 5 To make sure that you are effectively managing that balancing act between family time and work, consider incorporating these steps into your work from home routine.

As tempting as it is to lounge around and work in your comfiest clothes (or simply stay in your pajamas), studies have shown that people who ditch¹ the pajamas or yoga pants for actual clothes tend to be more productive.

- 10 It might be tempting to set up shop in bed, on your couch, but having a designated space to do your work is important. It gives you a structured area to focus on managing your business, and draws a visual boundary for family, friends, and roommates that when you are in that place, you are working.

- 15 Whatever your preferred morning routine is, stick to it and start your day the same every day. By having an established routine, you will likely see your productivity levels increase and have an easier time getting tasks complete.

- 20 Running a small business from your home can be isolating at times and make it all the harder to separate from work. It's important to keep other areas of your life active. When you feel cut off from everyone you care about and only focus on work your productivity and motivation can decrease. Your business should be your livelihood, not your whole life.

Stephanie Davis, www.surepayroll.com, 10/18/2017

(1) **ditch** = abandonner