The work-from-home job force just got a big push from the current global corona-virus pandemic, and the Cedar City Area Chamber of Commerce wanted to share some tips on how best to work from home through these challenging times.

1. **Maintain Regular Hours**
   Set a schedule and stick to it

2. **Establish a Routine**
   Review your schedule, answer emails, make calls, work on projects

3. **Eliminate Distractions**
   Close the door, set ground rules for your children & spouse

4. **Schedule Breaks**
   Stretch, take a short walk, get some air, clear your mind

5. **Create Your Home Office**
   Maintain a private work space dedicated only to your work

6. **Communicate With Colleagues**
   Call your fellow employees on a daily basis

7. **Hold Online Meetings**
   Utilize tools like Zoom or GoToMeeting to hold staff meetings

8. **Improve Your Skills**
   Use any down time to sharpen your skills, increase your knowledge

9. **Be Responsive**
   Reply to phone calls and emails in a prompt manner

10. **Be Positive**
    People everywhere are feeling stressed, be enthusiastic and upbeat

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