

# TOP 10 TIPS FOR SUCCESSFULLY WORKING FROM HOME

## TIP #1

Don't panic.



## TIP #2

Stay updated.

by checking credible sources, like [this webpage](#).

## TIP #3

Create a  
daily routine.

Maintain regular hours, schedule breaks,  
organize your database, get up and walk.



## TIP #4

Use video chat.

Communicate with clients, see colleagues,  
family, and friends using FaceTime or  
other virtual spaces like Zoom.

## TIP #5

Learn  
something new.

Take an online class and learn a  
new tool.

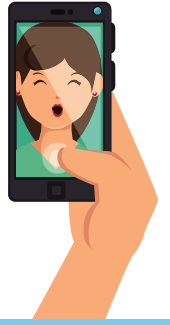




## TIP #6

### Take time for self-care.

Exercise, check-in with your family and pets, drink water.



## TIP #7

### Create a workspace.

Make sure it fits your needs.



## TIP #8

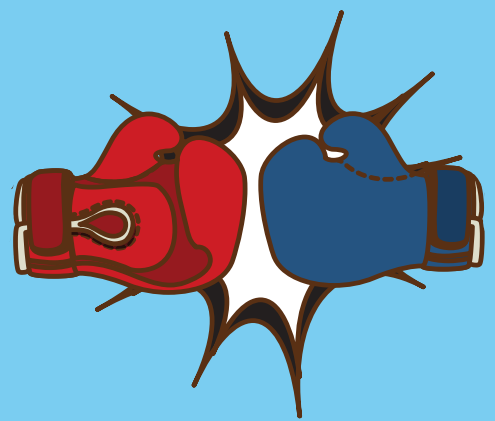
### Over communicate.

Use all your digital tools to document everything so messages with your colleagues don't get lost.

## TIP #9

### Manage conflict.

With so many methods of digital communication, it's easy to misinterpret. It can happen but can be resolved quickly via phone or video chat.



## TIP #10



### Establish work-life boundaries.

Business is important, but health is everything!



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