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Subject: Working From Home Tips!

PIONEER/YAVAPAI NEWS:

Working from home (WFH) for the first time? Check out some tips and tricks to help adjust to our new normal. Click on the blue hyperlinks for full article viewing.

Working from Home: 10 Tips for Ultimate Productivity:

1. **Stay on schedule** – Stick to our regular business hours, and as best as you can, your in-office routine.
2. **Get dressed** – By showering, getting dressed, and preparing for the day as you would normally, tricks your mind into thinking that you are going somewhere, which in turn will help you be more prepared in taking on the day.
3. **Set deadlines** – Plan out your day as you would normally. Start the day on-time, plan your tasks/projects, breaks, lunch time, and end work on time, or when you normally would.
4. **Have a weekly plan** – Utilize your desk calendars/planners/Outlook calendar as you would if you were in the office.
5. **Utilize online communication tools** – We have several options to communicate with each other: Skype instant messaging, GoToMeetings, Email, and our phones. Be sure to touch base with each other regularly about work, and to check-in on each other personally.
6. **Log out** – Remove yourself from all distractions. This includes social media, personal email, the tv, etc. You don't check your social media, or watch tv at work, so please continue to keep it separate, and save it for you when "go home" after working from home.
7. **Take a break** – Give yourself mental refreshes throughout the day, as you would at work. Step outside, go for a walk, get some coffee, stretch, and of course, please take your lunch break.
8. **Have a dedicated workspace** – Set yourself up for success and make your WFH space yours! Try and separate your space from any outside distractions, and where you will be most comfortable and productive.
9. **Check out productivity apps** – Apps to help you with time management. Remember, it helps to plan your day, and find your WFH routine. You can also check out, LinkedIn, TEDtalks, Podcasts, Pinterest tips, etc. to help you navigate best practices.
10. **Maintain a healthy routine** – Try to resist the fridge/snacking throughout the day. Plan your long walks to the fridge for lunch time, and planned snack breaks.

Practical Tips for Working at Home:

Start preparing for being out of the office, and working from home, today! That means, if you are not already, start going "green" by scanning all your documents/files into GF, start using PDFFactoryPro, preparing a new voicemail greeting, preparing a new signature block (refer to the COVID19 team emails with helpful verbiage and graphics), start packing up necessary belongings and office supplies you will need at home, start identifying your work space set-up at home, talk with your managers/supervisors about their expectations while you are working remotely (such as when and how often to touch base, and to communicate when you are taking a break/lunch), and as always, ask for help if you need it! Be kind to yourself, be kind to each other, and we will arise through this together!

Remember:

- It will be new.

- It will sometimes be awkward.
- It will be a learning experience.
- Many things you try, won't work the first time.
- Things will sometimes break, not work, or work differently than expected.
- It will require patience, adaptability, and grace.
- Things will just be *different*.

[How to Manage Your Newly Remote Workforce:](#)

Suddenly, much of the workforce is teleworking. Due to COVID-19, working from home is the new normal now. Given the urgency of the public health crisis, companies who didn't have remote working in place had little time to institute policies for staff, ensure proper technology, or set-up training. Here are three ways to manage a newly remote workforce.

[Coronavirus: How to work from home, the right way:](#)

WFH is new to many of us. Check out the article above with suggestions on how to stay on task in a new environment, avoidance from going stir-crazy, setting up a good workspace, and enhancing communication with your team. There is no one answer to adjusting to this new way of life, so remember to lean on each other, communicate with one another about what works, and what doesn't. Try not to get caught up in the day-to-day home tasks when you normally would be in the office, and remember to celebrate. Celebrate each other, birthdays, closings, the little victories, and how lucky we are to be afforded the opportunity to continue to work while at home, so we can take care of our loved ones and stay safe ourselves.

[A Guide for Working \(From Home\) Parents:](#)

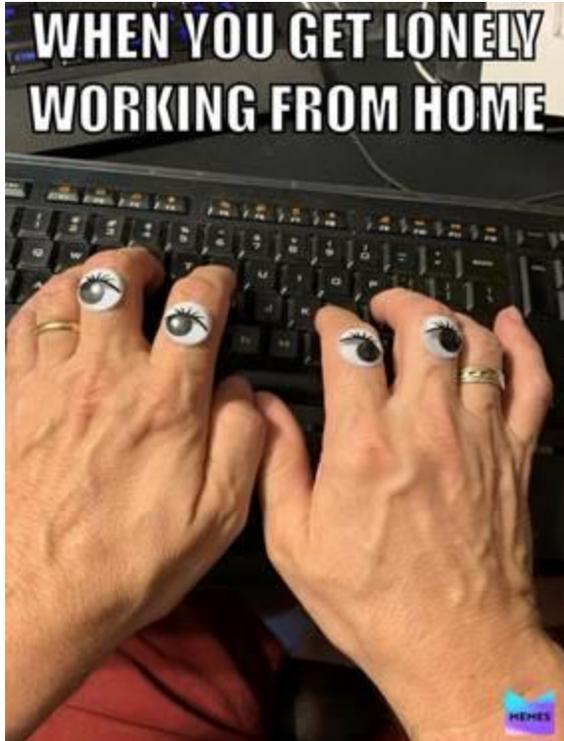
Struggling to navigate your new reality as a working parent, stay-at-home parent, caregiver and/or homeschool teacher? Not sure how to adapt, or plan out your work schedule, and your child(ren)'s new schedule? Check out the above link for insight and tips on how to take your old routine, modify it, and make it work best for you and your family in today's circumstances. Included in the article are calendar templates to plan out your child(ren)'s day, and then set up your work day around them, to enhance productivity and maintain structure. In the link you will also find educational resources for your children!

[Funny tweets about what it's like to suddenly work from home](#)

Need a laugh during this uncertain time? Here's what it's really like to WFH for some!

[WFH Meme's:](#)

Be sure you're checking in with your team regularly!



Resist the urge!



For our stellar IT team, and all their hard work! We wouldn't Be able to WFH without you or our VPN Connections!!



Focus, refocus! We got this!



Practice makes perfect!

I need to practice social distancing from the refrigerator + the pantry.

@grigorenko

BRILLIANT!

I'm lucky enough to have a height-adjustable workstation at home...



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