

Work-From-Home Guidelines for VAs

1. Create a workspace that inspires you
2. Keep your essentials stocked (pens, paper, notepads)
3. Start each morning with exercise or movement
4. Get dressed (don't stay in your PJs!)
5. Set a work sprint schedule and stick to it
6. Take breaks at least every 45 minutes
7. Eat lunch
8. Stay focused during your work sprints (turn off social media)
9. Organize the next day so you have a head start
10. Schedule "Me" time and keep to it