HOW DO YOU STAY PRODUCTIVE/FOCUSED WHEN WORKING FROM HOME?

Tips submitted by NAPABA members

1. **HAVE A SET ROUTINE**
   
   Keep a routine—and stick to it! My Monday mornings are a huge part of focusing and centering myself for the whole week. Use the downtime to focus so that time in front of the monitor is meaningful.

   Submitted by Bonnie Youn

2. **GET YOUR WORKOUT ON**
   
   Wake up just 30 minutes earlier and start the day with a short but rigorous workout. (Those of you who know me know I am pushing Sean T's T25 workout—it's amazing, and you guessed it. Only 25 minutes long).

   Submitted by Avanti Bakane

3. **SETUP A HOME OFFICE**
   
   Setting up a work space that mimics your office space as much as possible. Keeping the same schedule as if you are in the office. We asked our staff to work and be available during the same hours as they were in the office so I need to do the same.

   Submitted by Peter Sabido

4. **FIND A NEW HOBBY**
   
   Find non-work activities that you can do indoors and outdoors to exercise and express your creative side to help you get through this new normal.

   Submitted by Bruce Ishimatsu

5. **LAUGH, ITS OKAY**
   
   Remember, this too shall pass. So take humor where you can find it and laugh a little. It's OK.

   Submitted by Brian Byun