# How Remote Workers Can Improve their Work-Life Balance

Do you work remotely? Living and working in the same space presents a unique set of challenges. Learning to balance your work-life relationship is imperative to being effective and productive at work and maintaining a sense of freedom and separation from your job in your downtime at home.

Here are a few tips to help you overcome the challenges of balancing your home life and work as a remote employee.

## Set Your Schedule

Clearly define your working hours and stick to them. Sure, it's fine to break the rule occasionally when the situation calls for it. However, don't assume you can just keep working since you're at home. Your tasks will always fill the time you give them, and it's easy to overwork yourself and throw your life out of balance. Keep your schedule and respect it.

## Don't Work, Sleep, & Eat in the Same Room

Many remote workers spend a large percentage of their day at their desks. Having your bed and desk in the same room isn't a good idea. It isn't good to combine these living spaces as it gives the subconscious mind the impression that there's no division between your working hours and your downtime. Eat, sleep, and work in different spaces to provide yourself with freedom during the day.

## Stay Focused with Deep Work

It's hard to focus at home when there are so many distractions. There's a knock on the front door, someone drops by to say hi, and the list goes on. Then there's procrastination. Your brain tries to trick you into being less productive because you work at home. It's important to set your goals and targets for the workday. Use the deep work method and block off three hours twice a day to dedicate to intense work sessions with no breaks.

## When You Wind Down, Don't Wind Up

When you wind down for the day and turn off your laptop – don't turn it on again. When work is over, it's over. Don't go back for more.

## Maintain Consistent Sleep/Wake Times

Ensure you schedule your waking and sleeping times to be consistent every day. Don't stay up late because the boss isn't around to see you, and don't sleep in late because no one is watching you. Maintain your workplace discipline and work when it's time to work.

## Stay Social

Working from home can get lonely. You start to miss those interactions around the water cooler, and it can make you feel socially deprived. Make sure you get out at least once a week to meet people.