

# Tips for Loan Officers Working from Home



Like many people at this time, you're probably adhering to a mandatory work-from-home policy. For those of us that already work from home, this new environment may require us to change our typical work from home habits. Here are a few tips to help you stay productive (and keep your sanity) while working from home.

## Keep regular work hours

The good news about working from home is you don't have to work 24/7. Maintain the same schedule as if you were going into the office (without changing out of your PJs). Also, while it's tempting to check emails after hours, make a point to unplug entirely at the end of your day.

## Create your dream workspace

Your home workspace (however big or small) is your chance to get creative. Now you get to set the temperature. You get to blast your favorite music. You get to choose which knick-knacks and posters are SFW. Use your imagination!

## Step away from the computer

Sitting in front of a computer for hours can take its toll on your physical and mental health – even at home. Take breaks to stretch your muscles and give your eyes a rest. Do a quick workout, dance around, take the dog for a walk, whatever gets you moving and grooving.

## Limit distractions

Easier said than done, right? Kids, barking dogs, noisy neighbors are all common at-home distractions. Try to create a routine in your household and invest in noise-cancelling headphones or earplugs. Maybe even embrace the distraction, it may offer you some new perspective.

## Skip emails

That's right! Calling a colleague on the phone or setting up a virtual meeting with a client is a great way to incorporate human interaction into your work day. Plus, they're probably in need of some safe social interaction as well!

## Get cooking

Working from home means you're most likely a few steps from the kitchen at all times. Unleash your inner Master Chef and make breakfast or lunch for the family. And remember to drink plenty of water to stay hydrated.

## Take it easy

Working remotely doesn't have to be all business. If you have a little down time, play with your kids or pet, catch a few minutes of your favorite show or read a chapter of a book. You have a lot more flexibility in your day, so take advantage of it. It's also a great time to refresh your skill set with a training or webinar.

