

Remote Work Productivity Checklist

Working from home can boost flexibility—but it can also blur the lines between work and rest, leading to stress and burnout. This simple checklist is your go-to guide for staying focused, creating healthy routines, and protecting your energy while working remotely. Use it daily to build a sustainable, productive work-from-home lifestyle—without feeling overwhelmed.

Use this checklist to create better routines, a supportive workspace, and protect your energy while working remotely.

1 **Reframe Productivity**

- ☐ Apply the 1-3-5 Rule: 1 big task, 3 medium tasks, and 5 small tasks each day.
- ☐ Use the Eisenhower Matrix to prioritize (urgent vs. important).
- ☐ Time block your day for focused work and rest.
- ☐ Aim for consistency, not perfection.

2 **Build Recovery Into Your Routine**

- ☐ Follow the 52/17 Rule: Work 52 mins, rest 17 mins.
- ☐ Use Pomodoro-style apps like Stretchly or Focus To-Do.
- ☐ Create a daily shutdown ritual (log off, step away from workspace).



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3

Design a Workspace That Supports You

- ☐ Create a dedicated work zone (even a small one).
- ☐ Declutter your desk — keep only what you need.
- ☐ Incorporate natural light and personal touches like plants or art.

4

Protect Your Focus From Tech Distractions

- ☐ Mute notifications during deep work.
- ☐ Limit email checks to 2–3 times per day.
- ☐ Use website/app blockers like Cold Turkey or Freedom.

5

Create a Rhythm (Not Just a Routine)

- ☐ Start your day with a ritual (walk, journal, coffee without phone).
- ☐ End your day with a wind-down habit (stretch, reflect on wins).

6

Stop Doing It All Alone

- ☐ Join online coworking spaces or accountability groups.
- ☐ Schedule regular check-ins with teammates or friends.
- ☐ Communicate openly about overwhelm or burnout.



You're All Set!

Great job investing in your productivity.

Remote work success isn't about doing more—it's about doing what matters, with intention and balance. Whether you're a virtual assistant, freelancer, or remote team member, this checklist is your guide to building habits that support focus, flow, and well-being—right from home.

*"Productivity is never an accident. It is always the result of a commitment to excellence, intelligent planning, and focused effort." — **Paul J. Meyer***

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We share tips, tools, and real-life stories to help you stay productive, sane, and balanced while working remotely.

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Here's to a more focused and fulfilling work-from-home journey!

Jocelyn G. Fernandez

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