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Working from a new space can be a huge adjustment. Here are five creative ways to get things done, keep your sanity and continue to be a productive member of your team.

**Embrace the new pace.**
While there are some things that take much longer to accomplish from home, I’ve found there are others I can knock out more quickly. If you’re not feeling productive, set a timer and complete as many of the quick tasks as you’re able. Seeing progress may be the boost you need.

**Adjust your working hours.**
Check with your supervisor first, but you may be able to work outside the traditional 8-5. This may mean logging time before the kids wake up or after they go to bed. Be sure to keep the lines of communication with your team open, set expectations and follow through on your duties.

**Celebrate small wins.**
When timelines, resources and schedules are all uncertain, stress and anxiety can run high. Focus on the things you have control over and take a minute to celebrate those accomplishments. You remembered to turn on the audio and camera for that last conference call? High five! You shared a missing file with a co-worker and they completed the project. Yay, you! Keep your eye out for the little things.

**Knock out some long-term goals on your list.**
Yes, I am talking about those things! The ones we list at the bottom because we have to get through all the others before we can flesh them out. Maybe it’s writing more, developing a podcast or publishing your video library. Whatever those stretch goals are, the time to work on them is now. Spend some time researching best practices or take a leap and put it out there!

**Read a book.**
I have a stack of books on the corner of my desk, good intentions and even time on my calendar to read each week, but it rarely pans out. Use some of this time to pour back into yourself and learn something new. If you need suggestions, I am finishing “New Power: How Power Works In Our Hyperconnected World And How To Make It Work For You” by Henry Timms and Jeremy Heimans, and delving into “Pick Three: You Can Have It All (Just Not Every Day)” by Randi Zuckerberg. There are several more on the short list, so let me know if you need a suggestion.