

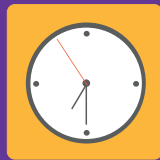


مستشفى الملك فيصل التخصصي ومركز الأبحاث
King Faisal Specialist Hospital & Research Centre
Gen. Org. مؤسسة عامة

Working from Home Efficiently



Set a fixed time to do your daily work and adhere to it



Inform your supervisor and colleagues about your work time

Designate a comfortable space for work



Make sure to have everything you need to get the job done

List and prioritize your tasks



Use different communication methods to contact your colleagues

Take short breaks



Be sure to eat healthy, exercise and sleep well