



HOW TO WORK FROM HOME

Flexible working is a reality – you can join a meeting from home, from a coffee shop or even from the park. It is socially acceptable and means you can be more productive, and stay connected, while balancing all your life commitments. However, it is easier to enjoy those benefits on our own terms. While it might feel good for a couple of days a week, working from home (and home only) over the next few weeks or even months might feel more challenging. Here are some hints and tips to help consider your total wellbeing and productivity when working from home...

Create a routine

Routine is important. When you go to the office you probably know where you will get your coffee, where you might sit and take a break. Apply the same principles at home.

1

Test the tech

We have some great technology capability, now is the time to really familiarise yourself with it – have a go, try new things. Do you know all there is to know about Zoom? And have you truly embraced BOX and QUIP?

5

My space

Create a zone in your home that is for work only. It is important that you have the right set-up to ensure comfort and productivity.

2

Me time

Being on back to back Zoom calls can be exhausting. Ensure you take breaks. Go for a walk, take some exercise. One of the best things about working at home must be no commuting! Use some of that time back for yourself.

6

Set standards

It might be tempting to stay in your PJs all day but will this put you in the right frame of mind? 'Get dressed for work'... That sends a message that you remain committed.

3

New time

You might not be able to complete some of the activities or projects that were planned, instead of thinking what you can't do think about what you could do... start that report you were thinking or write that piece?

7

Stay social

Staying connected with friends and colleagues is vital to your wellbeing. You can create time during scheduled calls to 'chat' and connect or you might like to consider a coffee break over Zoom.

4

Tomorrow is a new day...

At the end of the day ask yourself...Who have I connected with today, and who am I going to reach out to tomorrow? How can I make them, and me, feel connected and motivated?

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