

TOP TIPS FOR WORKING FROM HOME

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- 1. Get ready for work** – Follow a routine, get dressed, have breakfast (fuel for your brain), perhaps go for a short walk to blow any cobwebs away and then walk into home and work. If your day is due to begin at a different time to the morning develop your own 'start of the day' routine following a similar pattern.



- 2. Create a home office** – Not everyone has a fixed room or office space so, set out your workspace. You may need to put your 'office' away as soon as the working day is done so set up in a clear space in a room where you can minimise disruption and interruptions.
- 3. Work regular hours** – When you travel to work you generally work regular hours. Look to do the same at home. There may be an opportunity to adopt a flexible approach to your start and finish times. Ensure your colleagues know what your working hours are. Let family and friends know the routine too to help minimise interruptions.
- 4. Keep work and personal time separate** – We normally have our commute to help us differentiate between work and personal time. Consider going for a walk or take exercise immediately following your work time to help create that space. Closing the office door or putting equipment away will also help to separate the two.
- 5. Plan your workflow** – Prioritise your work and anticipate the amount of time it will take to complete a task. Be realistic in managing your own expectations and those of others who may want to allocate new tasks to you. The working day is as many hours as you would expect to work in your work environment.
- 6. Break up the day** – Divide your day into chunks of time. This could be as little as 25 minutes or up to 2 hours. Consider planning in a coffee break halfway through your morning, a lunch break and a break mid-afternoon. In an office or business setting you

would pick up or make a coffee and chat to colleagues. You could consider organising a virtual coffee break with colleagues.

7. **Try and work alone** – Easier said than done in some circumstances! This may be due to what options you have for where the office is within the home environment. To give the experience of being alone you could consider wearing headphones, playing some music or the radio to help to cut out distractions within the home.
8. **Keep the ‘office’ clean and tidy** – You are the office cleaner! Keep your workspace clean and tidy to help you to maximise your effectiveness and efficiency.
9. **Tune in for inspiration** – Listening to music can be a great way to lose yourself and help to gain inspiration when thinking through problems and issues.
10. **Stay ‘in the loop’** – Out of sight should not mean ‘out of the loop’! Ensure you keep in touch with your work colleagues. When virtual meetings are called ensure you attend. Keep others up to date with what you are doing and have achieved. It may be a good idea to buddy up with someone who could be your go to person when you want to let off steam or celebrate success. If your manager or your team are not proactive in doing this, don’t let it stop you taking the lead. Perhaps have a virtual quiz on a Friday afternoon to set everyone up for the weekend and have a bit of team social time.

