Advice for working remotely

Working from home tips!

Working from home can be hard if you are not sure how to keep yourself organised and on task. Identify what habits lead to the most productive work from home experience, and what tactics you can adopt to keep on task, managing your time, meeting deadlines, and also enjoying a good work/life balance – no easy task when your home life and workplace are one and the same. Here are a few suggestions:

1. Get dressed for your home office just like you would for a professional workplace

Dress in clothes just short of business casual attire: overly casual outfits may make you feel like you are just hanging out at home, not working from home

2. Keep a schedule and make sure others respect it

One of the major challenges in learning how to work from home is establishing and maintaining a real schedule. Start work at the same time every day, link in with your team at the start of everyday, eat lunch at the same hour.

Also ask your friends and family to respect that with occasional exceptions, when you're in your work hours, you are at work and not free.

3. Take real breaks during the workday

Along with keeping a real schedule to make sure your work-from-home arrangement remains productive; you need to take real breaks during the day to make sure it stays manageable.

4. Create and maintain a real workspace

Create a dedicated workspace, it just might need to be rearranged at the start and end of each day. Always put your computer, phone, papers, and coffee cup in the same place on your table. Wherever you establish a workspace at home, keep it as consistent as you can.

5. Learn to use lists and workflow management software

Create and maintain systems which help how you prioritise your workload. Check out which programmes you can use to organise your workload and coordinate with other colleagues working remotely. Platforms such as Google docs and Microsoft teams can be very useful.

6. **Check in with co-workers regularly**

Check in with the team at least once a day to support planning and focus on outcomes and deliverables

7. Don't treat home like home

If you allow yourself to blur the line between home and work during work hours, you will quickly start to lose time as the home projects snowball on you.

8. Get some fresh air and, ideally, some exercise

Breaking up a work-from-home workday with fresh air and getting the blood moving is essential for keeping your workdays low stress and even enjoyable.

Without the proximity of colleagues who can often offer respite from the grind of work, taking a walk or going for a run or bike ride are great ways to reinvigorate yourself. You can use afternoon exercise to transition out of working: When you return to your house after your jog/walk, the workday is over and you're just home.

9. Make sure there's plenty of light in your workspace

Even if you tend to keep your home more softly lit in general, during the workday your workspace should be brightly lit. This will help increase your energy, reduce eye strain, and keep you better focused.