

Top Ten Tips to Work Well from Home

If you're new to working from home, and finding it all a bit strange, you're not alone! Working from home can help you increase your productivity and improve your work-life balance, however it can also bring some new challenges too.

Here are some tips on how to make working from home work well for you.

1



Create a Work Space

A dedicated home office or workspace helps separate your work from home life. It needs to be comfortable, well lit, and with space for your equipment. Creating a standing desk works for many people too so try out different approaches.

2



Minimise noise and interruptions

Of course, you might be working from home but still have "company." Make sure any roommates, siblings, parents, spouses, and dogs (well, maybe not dogs) respect your space during work hours.

- ✓ Let them know when you have calls or virtual meetings coming up
- ✓ Tell friends or family that call that you are at work and will call them back
- ✓ Ask them not to disturb you at your desk

3



Have a contingency

Have a Plan B if you lose Wi-Fi, or network connection on your laptop. What can you access on your workphone or smartphone?

- ✓ have you downloaded the Microsoft Teams App on your phone?
- ✓ can you login to the cloud from another device?
- ✓ work e-mails on your work phone
- ✓ login to your 365 account to access OneDrive

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Get ready for meetings

If you are using Microsoft Teams to dial in to virtual meetings, make sure you know where everything is and how to mute and unmute yourself.

- ✓ Make sure you are logged in on the device you will be using
- ✓ Have a dial-in number option just in case
- ✓ Test your mic and webcam before you join the call

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Be prepared

It's important to let your plan for the day change if you need it to, but it's equally as important to commit to a plan that outlines every activity before you begin. Try agreeing your schedule the day before, making it feel more official when you wake up the next day to get started on it.

6



Plan your day

It's impossible to stay focused for the entire working day. In the office there are distractions, interruptions and conversations – all of which break up our working day. Most people work in bursts, with little bits of inactivity thrown into the mix. To help with this at home, try using the Pomodoro technique:

- ✓ Identify your tasks for the day
- ✓ Set a timer for 25 minutes and work on a set task
- ✓ At the end of the time, take a 3-5 min break
- ✓ After four 'Pomodoros', take a longer break of 15-30 mins

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Keep in touch

For some people working from home can be a big change. If you are used to a busy office with people to speak with and a lot of activity, working from home can be a challenge. Remaining connected and sharing ideas, asking questions and helping others out are still an important part of how we do work – they are just done differently. Use digital systems (like Microsoft Teams) or have a call as it really is good to talk!

8



Act like you are going into work

The mental association you make between going into work and an office can make you more productive, and there's no reason that feeling should be lost when working remotely. When working from home, do all the things you'd do to prepare for your day in work:

- ✓ set your alarm
- ✓ make coffee
- ✓ have a shower
- ✓ wear appropriate clothing

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Take clear breaks

It can be so easy to get distracted that you avoid breaks altogether. Don't let the guilt of working in the building you sleep in, prevent you from taking five minutes to relax (think Pomodoro).

Make a coffee, and make time to check in with your colleagues - Microsoft Teams is perfect for group video calls. Arrange a time for a chat and a catch up - it doesn't all have to be about what you are working on either!

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Take care of you

If you stop doing anything but working and sleeping, you'll inevitably burn out before long. Taking care of yourself by ensuring that you take a proper lunch break, eat well and having some fresh air or exercise is key.

In lieu of colleagues whose packing up and leaving the office reminds you to do the same, set an alarm at the end of the day to indicate your normal work day is coming to an end. You don't have to stop at exactly that time, but knowing the work day is technically over can help you start the process of saving your work and calling it quits for the evening.