



# Working from home

Tips to keep you engaged and connected whilst working from home.

Working from home presents its own challenges and benefits. With a little thought though, working from home can be really productive and doesn't need to be too isolating.

## Create a daily to-do list

Help keep yourself on track by preparing a daily to-do list every morning. Things will not only get done but it's satisfying ticking things off.

## Set ground rules

If other people are home, make sure they are clear on when you are or are not working to avoid disruptions.

## Schedule breaks

Keep your company's policy on break times and give yourself adequate time in the day to take a walk and get away from the screen.

## Stay healthy

In a formal workplace, the OH&S team make sure we have suitable furniture and computer set-ups to avoid strain. Be sure to do this at home too.

## Do something with your commute time

If it usually takes you 45 minutes to get to work, you officially have that extra time in your day. Use this time for some self care, such as exercising, meditating or reading a book.

## Overcommunicate

In the absence of face-to-face meetings and body language, be sure to be extra clear with instructions or expectations of your working partners so that everyone is on the same page.

## Maintain regular hours

It can be tempting to start early or work late, but resist the urge and stick to your regular hours to maintain your normal routine.

## Take advantage of the perks

Lets face it, working from home can have some perks. Whether you're able to put on a load of washing, have cuddles with your pet or have your own music playing, enjoy it!

## Dress the part

Dress for work, even if you could be in your PJ's. Dressing the part can help prepare you for a work mindset.

## Stay connected

There are many simple ways to stay virtually connected to your colleagues. Set up a virtual meeting room for morning team meetings so you can say hello to everyone, use Apps like Skype or Zoom to have 'face-to-face' meetings.

## Dedicate a work space

This can be physical or virtual. It can be tempting to open work emails when you're checking your personal emails during 'home' time. Set up your computer to have separate email or create a separate login so you are clear about when you are and are not logged on for work.