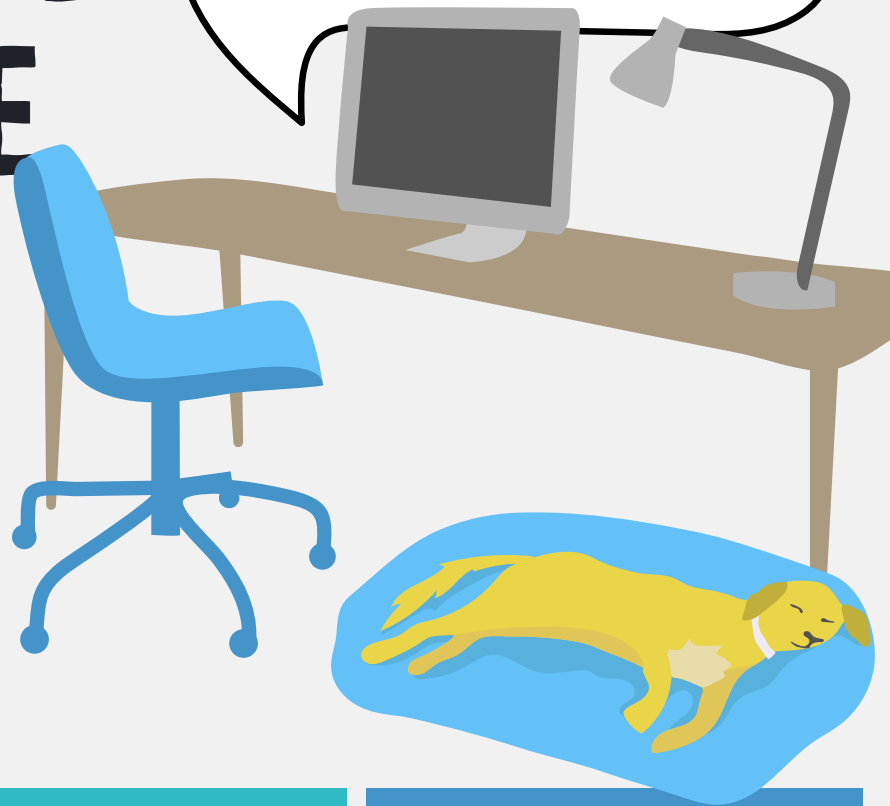


6 TIPS FOR WORKING AT HOME

THE BALANCE BETWEEN KEEPING IT COMFORTABLE AND PROFESSIONAL.



BUSINESS AS USUAL

If you have just started to or are planning to work from home, here are some tips to help you stay motivated, productive and keep connected to your team.

1

Set up a permanent workspace

This will help switch your brain from 'home' mode into 'work' mode. This is especially important if you have no choice but to work in a frequently used living space

2

Try to stick to the work routine you're used to

If you normally have a WIP with the team in the morning, keep the meeting in your diary and dial in. Most importantly, don't start the day in your PJs!

3

Avoid feeling isolated

Using on-line tools like Skype, Google Hangouts or Zoom to "meet" face to face or use desktop messenger services, like Slack, to keep you connected to your team. If you're feeling overwhelmed, seek support.

4

Keep healthy

Refresh the mind and body with regular short breaks, make sure your workstation is ergonomic and comfortable and eat healthy meals at set times.

5

Leave the house if you can

Even if it's just into the back yard. The fresh air will do you good and the change of scenery will give your mind a lift.

6

Schedule time for kids and work

It's hard to work with kids around but if possible take work shifts at home with your partner, work after hours or during naps when things are calmer and quieter. You may find you're more productive at these times anyway.