



How to work from home



Routine

Just because you are not commuting and going into the office does not mean you should skip your usual daily preparations. Set an alarm, have breakfast and get dressed. This will help you mentally prepare for the day ahead and get into 'I'm going to work' mind-set.



Workspace

It's important to find a dedicated and comfortable space that you can associate with work and leave when you finish for the day. Please ensure you have an appropriate chair which will help support your back. It's also important to talk to other people you live with that you're working, talk to them about your hours specifically if you have a call and need them to be quiet. You could use headphones and mute your microphone during conference calls (unless you're speaking), to minimize the amount of audio feedback.



Logging off

Remember to sign out and turn off notifications for work-related emails and messages when the day is over. Overworking can become an issue; clearly define what your daily hours are and stick to it, it's important to keep your work and personal time separate when WFH.



Breaks

Ensure you are still having regular breaks away from your work station, try and get some fresh air throughout the day. When you are having your lunch break have it away from your workstation where you don't look at anything work related.



Background

Listen to music or put the TV on quietly, since working from home can sometimes be a little too quiet.



Communication

Communication is key within your department, ensuring workload and targets are met as well as ensuring nobody is being overworked and if there are any concerns they can be raised before it becomes a problem.