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TOP TIPS FOR HOME WORKING

DEDICATED WORKSPACE

Try to create a dedicated space to work in – one where you can close the door at the end of the day and leave it alone.

SET YOUR ROUTINE

A start and finish time each day can be really helpful to manage the thin line between home and work life. And dress for your day – pyjamas at 10am is a slippery slope!

DESIGN YOUR DAY

First thing each day, identify the 3 things you need to get done, and the best time of the day for you to deal with those tasks. Don't let your day run away with you and find you haven't achieved any of your priorities.

KEEP IN CONTACT

use whatever tech you need to stay connected to colleagues throughout the working week – don't let contact drift just because they're not sitting next to you.

EXPECT INTERRUPTIONS

Accept that your domestic life WILL interrupt your working day – it's natural and we shouldn't hide it. If your children or the dog disturb your video call, introduce them to the team and take time to include them.

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TAKE REGULAR BREAKS

New ways of working can be exhausting so look after yourself, drink water, exercise, go for a walk, and rest between working periods.

CREATE DEADLINES

Make a game of it. Set targets like "If I can get these things done today, I can reward myself tonight".

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GET TO KNOW YOUR OWN RHYTHM

There will be times when you feel energised.
Plan your day to do the most important work in the parts of the day when you feel at your best.

USE THE POMODORO TECHNIQUE

Boost your focus and productivity by breaking your workday down into 25-minute 'chunks' separated by a 5-minute break. For more info click on the link below – it really works!

https://tomato-timer.com/

JUST CALL!

Don't feel like you need a reason to call. If you feel like you could use a chat, give one of your colleagues a ring. They'll enjoy the contact as much as you.