

TIPS ON WORKING FROM HOME DURING THE LOCK DOWN:

With the national lock down coming into effect from midnight on Thursday 26 March 2020 many of us will be working from home. This is not an easy adjustment and comes with a set of challenges. Below are some tips to help you with a structure while working from home, focusing on staying sane, and simply helping with this enormous adjustment.

- **Have a designated office/work space in your home**- set up your computer or laptop and create a desk space like you would at work.
- **Act as if you are going into the office** - wake up as you usually would on time, get dressed for work, keep to your usual morning schedule that usually takes place prior to you going to work.
- **Have a healthy schedule and keep your work hours** - Structure your day, when you are working from home you have to be your own manager and so this means making more of an effort to focus on output. A to-do list works well in these situations, do this at the end of each day so that the next morning you know what your tasks are. Continue to use your diary for calls and video conferencing appointments.
- **Stay in contact** - Keep in contact throughout the day with your colleagues. Some teams are connecting onto Zoom for live feeds all day long, if you usually have team meetings continue to have these over Zoom or Microsoft Teams etc. Schedule more frequent check-ins with colleagues, even if this is just for a simple hello.
- **Manage and accept distractions** - Working from home means a new set of distractions including the doorbell ringing, children, pets, other family members in the household, and household errands which will demand your attention. Rather than become worked up about these start by accepting that you will be faced with distractions, work out how some of these can be prevented, if some of these cannot be prevented such as children coming into your work

space brace it and try to explain to them as much as possible about what this new working at home means. Remember we are living through unprecedented times so most employers will be understanding.

- **Take breaks** - Have your regular tea or coffee break, go out into your garden or onto your balcony for fresh air, walk around your house.

Remember we all work differently and adapting to such a situation is stressful. Let us all be mindful of this stress and the anxieties it can cause, be kind, be patient, and keep communicating with your colleagues. No-body has a perfect recipe for working from home however positivity, kindness, and care for ourselves and those we work with have not been locked down. Let us keep up spirits in these testing times.

