

Tips for working from home

Working from home comes with its own challenges and can be easier for some than others to adapt to their new working environments. We all have different circumstances and what works for one person or family, may not work for another. We've put some ideas together that we hope you find useful.



Set up a work area. Everyone's home is different, but you will need a designated work area which ideally is away from distractions. This is your workspace that you will be spending quite some time at, so try and make it as organised, comfortable and appealing as possible.



Stay connected. This leads on from the above. You may be missing the social interactions with your work colleagues and having someone there to bounce ideas and general chit chat around the office. Try connecting with your team as much as possible, whether it's for daily catch-ups, meetings or lunch dates.



Video Conferencing. If you're utilising video conferencing for work, be aware what is in your background that can be seen on screen, especially client files and other sensitive information.



Get up and move. Be sure to get up and move around and stretch your body. When at the office you may move around more by walking to the photo copier, walking to the coffee shop, or walking from the car park. Be sure to get up and stretch every hour, or even try Chair Yoga (yes it's a thing!)



Maintain a regular routine. If you are a person that prepares the lunches and gets clothes ready the night before work – keep it that way. This will make your day less stressful and you can spend that time in the morning getting yourself and your kids set-up for the day. time.



Working and home schooling. Keeping a routine is important, even more so if you're juggling a work day and home schooling your children. Kids especially need structure, so try to schedule work and school work times and breaks. Depending on how old your children are will also determine how much supervision and assistance you will need to provide. Just remember some days will be better and more productive than others. The important thing is to try and find a routine that works best for your family.



Plan a lunch date. Plan your day so that you can enjoy your lunch with your family together. If it's sunny, get outside and enjoy some fresh air and sunshine. Maybe a picnic outside! Or why not have a Zoom lunch with your team mates a few times a week. Get your lunch ready and sit down together.