



# WORKING FROM HOME - HOW TO SET YOURSELF UP FOR SUCCESS

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Here we share some best practices for making the most of working from home

## WORK SPACE

- **Dedicate a quiet, separate space for work**
  - If at all possible, separate working and relaxing spaces
  - Ideally be able to close the door on distractions
- **Get a proper chair**
  - Using a dining chair or couch will set you up for a bad back
  - Get an office chair with proper lumbar support
- **2 screens if possible**
  - This increases productivity and saves constant window switching
- **Try to put the window in front or to the side - NOT behind you**
  - Now we're all video-conferencing, you should be lit from the side or front, or else you'll just be a silhouette
  - It's also much better for reducing screen glare on your computer

**RUN A PHYSICAL CABLE CONNECTION FROM YOUR ROUTER TO YOUR COMPUTER FOR MAX INTERNET SPEEDS**

## BEHAVIOURS

**Self-care is key when adjusting to working from home - it can take time to figure out a new routine that works for you**

1. **Get up an hour before work start time**
  - a. Get up, showered and dress for work
  - b. Eat a proper breakfast
  - c. Do something to relax before hitting the computer
2. **Keep online sessions to less than an hour**
  - a. Attention spans are far more limited in front of a screen, so set an alarm every 50 mins and take 10 minutes to walk outside, get some water and move around
3. **Use video calls by default**
  - a. Feeling isolated at home can be a real problem - use video calls to see colleagues faces and you'll feel much more connected
4. **Agree your "on" times and when you're off, switch off**
  - a. It can be easy to be "always on", but you need mental distance from work. When this isn't the physical commute, you have to establish this yourself
5. **Ask for help**
  - a. Everyone has different challenges working from home, so ask for help when you run into yours.
  - b. Be open to helping colleagues - share tips, tricks and what works/doesn't work for you