

10 TIPS TO Work Well FROM HOME

Working remotely can have many benefits for you and your business. It can help to improve work-life balance and productivity and it can reduce some of the overhead costs for your workplace.

To work well from home you will need to be disciplined and have good strategies and plans in place to keep you productive. You also need to have clear boundaries between your work life and your personal life.

Here are 10 tips to help you work well from home:

- 1 Have a schedule**
Establish real work hours and stick to them.
- 2 Schedule in breaks**
Consider your periods of high productivity and schedule in breaks accordingly. Make sure you stand up and stretch throughout your work day.
- 3 Have a routine that works for you**
For some workers this is a morning coffee; for others it is reading the news, meditating or exercising before work.
- 4 Dress for work**
You might not need to wear dress shoes, but wearing pyjamas can have negative impacts on your productivity.
- 5 Have a dedicated office space**
Create a comfortable space away from distractions and consider adding personal items like indoor plants or photos of friends and family.

There are some simple steps you can take to make working from home a success.

- 6 Ensure your snacks and meals are healthy**
Don't fill your pantry with temptation, and remember fruit, vegetables and wholegrain items make great, healthy snacks. Unhealthy snacks can be distracting and make you feel lazy. For more information check out Get Healthy at Work's Healthy Eating while Working from Home Factsheet.
- 7 Remain connected with colleagues**
Communicate with your workmates and schedule regular catch-ups for work and social purposes.
- 8 Know when work life stops and personal life begins**
Shut your computer down and turn off your email notifications at the end of your work day.
- 9 Set ground rules with the people you share your home with**
Make sure the people in your house know when it is and isn't appropriate to communicate with you.
- 10 Invest in a good pair of headphones**
To stay in touch with colleagues and work connections, it is likely you will need to dial into many meetings. Make sure you can hear them and they can hear you.

i Organise virtual catch-ups with your colleagues.

