

# TOP TIPS FOR WORKING FROM HOME

Kitchen benchtops and dining room tables around Australia have suddenly become workspaces as Australian's have been advised to work from home.

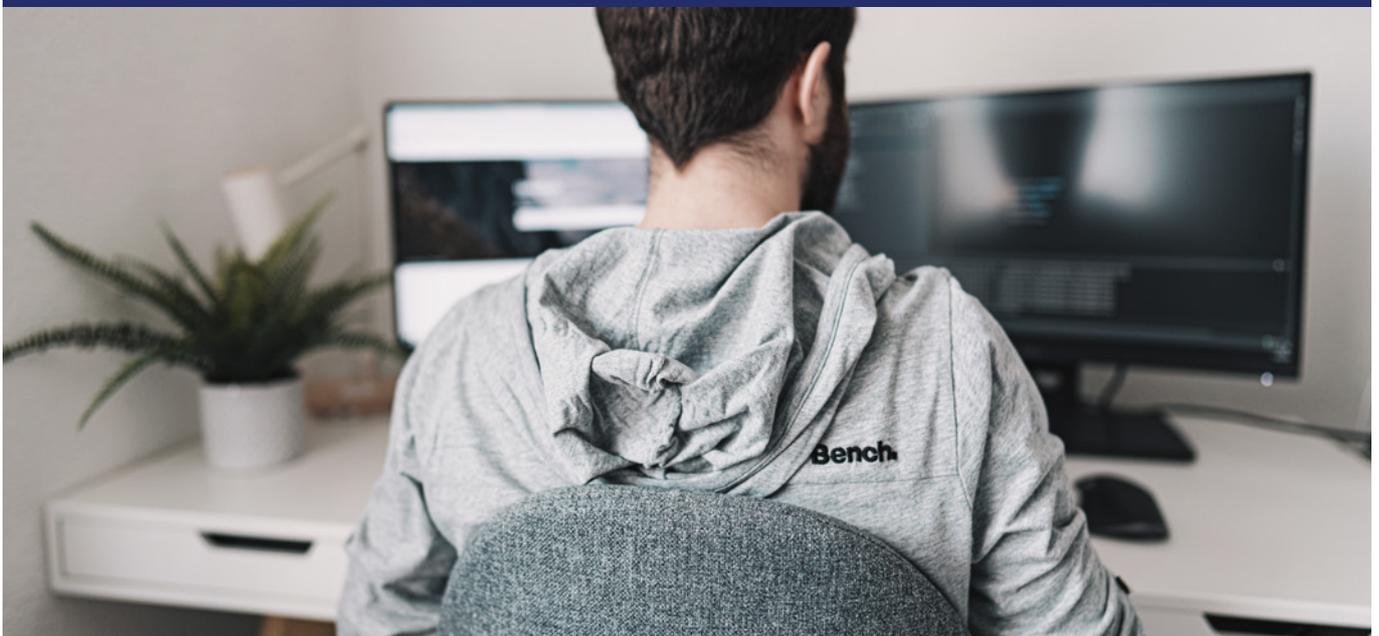
While the opportunity to work from home in your PJs might have seemed like a dream come true, the rapid shift to working from home is challenging. The combination of long hours on a laptop on the kitchen table can be both physically and psychologically harmful.

Here are some tips that may help you make your home workspace healthier. Keeping in mind it may not be possible to set up the ideal workstation, stay flexible and adapt to find what works best for you.

## GET THE BASICS RIGHT

Find a comfortable workspace (i.e. lighting, heating, chair, motivating, clean etc.) that, if possible, is dedicated to work. Setting up in front of a window can really benefit productivity.

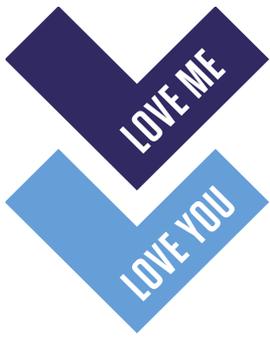
- Make sure you separate the work and living spaces (i.e. pack up the workspace if it's in a living space at night).
- Create a structure and routine for your day (i.e. consistent sleep/wake times, usual morning routines, utilise alarms for break/meal times).



## KEEP COMMUNICATING

Being out of the office means communicating with your co-workers is more important than ever. Maintain regular communication with people and try set aside time for team activities.

- When meetings are necessary, set aside meeting times ensuring agendas and objectives are met.
- Set up a buddy system where you check in with someone each day.
- Be creative around staying socially connected. Try having virtual coffees, lunch dates or catch-ups over Skype, Zoom or Facetime.



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## STAY FOCUSED

With distractions such as family members, pets and household duties present we can lose focus easily. Try to set boundaries for other people in the house. But remember if you are working at home with a family, embrace flexibility.

- Manage the distractions of home by creating clarity of working hours
- Sign out of social media and try keep background noise to a minimum.
- Find ways to adjust your workday so it best suits you. Work better in morning? Shift your hours if possible. Have a family? Split working hours.
- Set yourself objectives for each day and if necessary, block out time to work on each task.

## DON'T FALL IN BAD HABITS

When we work from home you can fall into bad habits of not taking breaks, going to bed later than usual or not getting the adequate movement during the day.

- Remember to take breaks. Short frequent breaks are more effectively than long infrequent ones.
- Keep consistent sleep patterns.
- Avoid being stationary for the whole day.
- Once you have “finished” your workday be sure to avoid checking emails and taking calls.





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## STAY HEALTHY

Working from home is a big transition and you may be feeling extra stress due to a combination of the change and feeling isolated, lonely and unmotivated. It's ok to feel this way and it is very common.

- Find a Self-care routine that works for you.
- Hydrate well, eat well and maintain regular exercise time.
- Get outside at least once a day.
- If you are working from home with a spouse or housemate try not to treat them like a co-worker, this will help to keep your relationship healthy and allow you to distinguish between work and life.



## REMEMBER THAT WORKING FROM HOME CAN HAVE MANY BENEFITS

It can improve productivity and creativity, improve work satisfaction, lower the time (and cost) you spend commuting and give you greater sense of control over your workday. In the current climate we must look for the positives in life as to help us cope with the challenges we face (i.e. Utilise the lack of travel time for investment in improvement activities).

For more information or support during this time please visit [lovemeloveyou.org.au](https://lovemeloveyou.org.au)