

Make sure you switch off

If possible, try to make a dedicated space for your work environment. If this is not possible and you are working in your living area, make sure you clear your laptop and any other work items at the end of the day.

Communicate regularly

If we are not physically with people, it is important to keep in contact in some form. This could be with phone calls, video, email – whatever works for you that will insight a response. Talk to colleagues about work and non-work topics

Get dressed as if you are going to the office

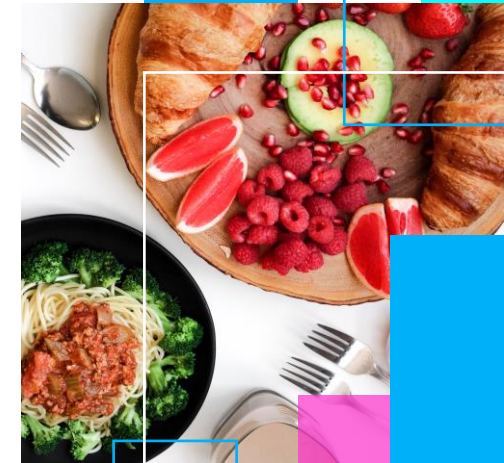
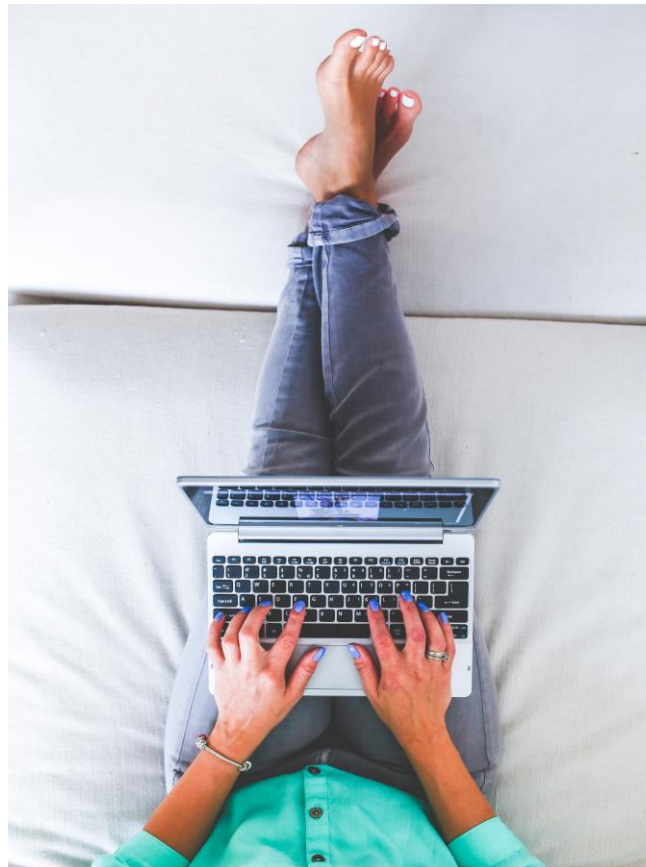
When working remotely, it can be tempting to spend all day in pyjamas. In order to boost your productivity, get dressed as if you're heading into work. Wake up with plenty of time to shower, get ready and have breakfast. This will help you to make the most of your day and get you in the right mind frame for a productive day.

Set boundaries

Set boundaries around working times. Pick a start and end time each day and stick to it – communicate with your manager and team; this won't necessarily be 9.00 – 5.00.

Get more out of working from home

Most of us are now working from home on a regular basis and for some for the first time. While this can bring a range of challenges, there are things you can do to adapt. Here are some tips for getting more from working remotely.



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Embrace natural light

Choose the set-up of your work station carefully to ensure you get as much natural light as possible. Straining your eyes to see your screen in a dimly lit room is going to increase fatigue. It also has the added benefit of improving your mood too.

Keep to regular routines

Whether this is coffee breaks or screen breaks This includes scheduling virtual coffee break chats with co-workers. Are you missing the water cooler chats?

Celebrate success

It's so easy to forget to celebrate success, in our normal working life but more so from a distance. Remembering to this will not only show appreciation but also boost morale. Continue with your usual work celebrations and don't forget to share with the wider team.

Take advantage of apps

Apps can help with productivity such as limiting or regulating your access to social media. You can also look at them for time management and of course, there are many fitness apps

Clean your space before you begin

A cluttered home can be distracting when you're trying to work. Before you begin, have a quick tidy up of any mess, wipe down surfaces and ensure your desk space is free from piles of paper.

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Think about your tools/environment

Do you have a good workspace set up with everything you need? Think about what it is you are doing and have the right tools for the job for example, a good camera for video calls, as well as things you just like to have at hand.

Exercise/move around

In order to maintain a healthy work/life balance, make time to move during the day. Why not head outside for a soul-soothing walk on your lunch, squeeze in an at-home workout or go for a jog outside? Even just taking regular breaks away from your screen will help you to refocus.

