

8 TIPS ON WORKING FROM HOME

With the growing threat of coronavirus hitting, the prospect of having to work from home is becoming increasingly likely for a wide swath of workers. If that occurs, normal work patterns, modes of communication, and team dynamics will be disrupted. Here are some tips that you can employ to ensure your work and team collaborate effectively and maintain momentum in the business.

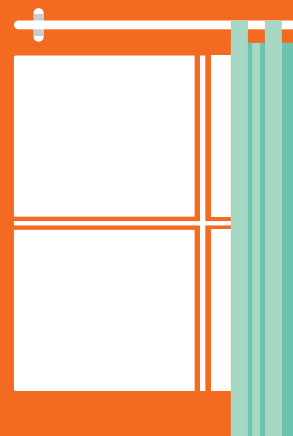
ESTABLISH A ROUTINE

Eat meals at the same time every day. Start work and stop at the same time. By setting a schedule, you can estimate how long things will take and make room for things like meetings, calls, and breaks.



STOP WORKING AT A DESIGNATED TIME

Part of keeping a schedule is both starting and stopping your work at a certain time.



COMPUTER SETUP

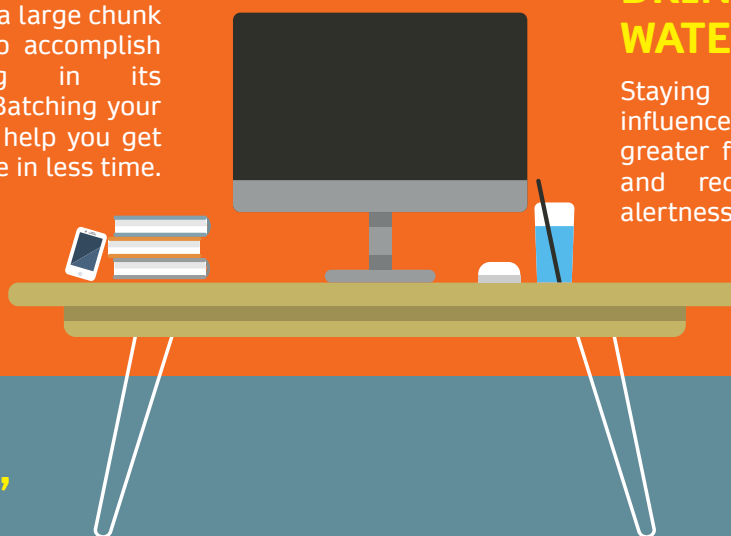
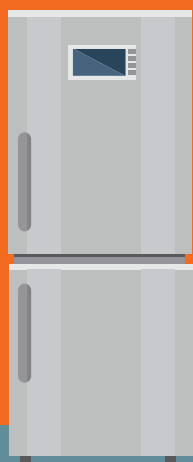
Perform a check to ensure your device is setup properly to work from Home, and check with your IT department if a VPN connection is necessary to access institution's systems.

BATCH YOUR WORK

Set aside a large chunk of time to accomplish something in its entirety. Batching your work can help you get more done in less time.

DRINK ENOUGH WATER

Staying hydrated "can influence mood, lead to greater feelings of fatigue and reduced levels of alertness."



SEPARATE 'WORK' SPACE FROM 'HOME' SPACE

People are always the most productive in the designated working space. Not only does it do something for own brain, but it designates to families that "I'm on the clock" and not to disturb for casual chatter.

INVEST IN COMFY OFFICE FURNITURE

You can also invest in office furniture that encourages good posture and is fitted correctly for your body's ergonomics.

BUILD RAPPORT WITH COLLEAGUES

One of the biggest drawbacks cited about working from home is the loss of in-person coworkers and community. Build an online community within your closed colleagues to share info, questions or sometimes schedule video conference.

