

A Brief Guide to Working at Home

Some people thrive in isolation, being highly productive without the distractions of the office. Others struggle with stark silence. This may be a difference between introverts and extroverts.

Challenges

- Loneliness, isolation
- Distractions
- Other family members not understanding that you are working!
- Lack of access to resources

Tips

Remember you are still at work!

- 'Go to work'!
- Get dressed (remember you are still at work.)
- As much as possible, shut yourself away from distractions (e.g. T.V, other family members.) Avoid social media and games.
- Set ground rules with family/housemates e.g. about interruptions.
- Have regular check-ins with team and manager. Attend the meetings. Be clear (and reasonable) about what you need.

Manage space and time!

- Make an office space that you can close the door on/pack up at the end of the day.
- Establish how much working flexibility you have e.g. hours. (are you being measured on how many hours you work or what you are delivering? Are you expected to be available during set hours? Do you have any 'flexitime' to get work done?)
- Decide whether you need a quiet space or some noise (e.g. background music/radio).

Stay Mentally/Physically Healthy

- Create a routine (including tea/coffee breaks) particularly for start of day and close down at the end. Put work to bed and 'Go home'!
- Take time to stand up and move about – get away from the screen, go outside, exercise.
- Organise video catch-ups with colleagues.
- Stay hydrated: Drink water (& chat to yourself at the water fountain/tap if required!)
- Do some learning & development.