# Effective Ways To Work From Home

MAINTAIN REGULAR HOURS

The transfer from pillow to computer is not always a smooth one. Now that you don't have your commute to get you ready, still keep to a set schedule. Make a plan for your day and stick to it as much as you can.

PRETEND YOU ARE GOING TO THE OFFICE

Do all the things you would do to prepare for an office role: Set your alarm, have a shower, make your smoothie or coffee and wear nice clothes. This will set you up for the day.
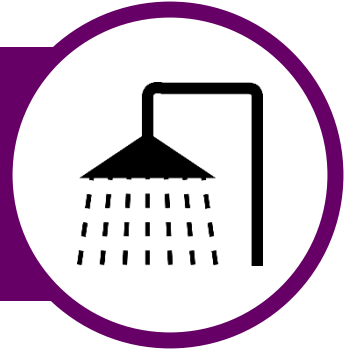
CREATE A WORK SPACE

Set up a work station. If you don't have a desk, use your dining room table. Dedicate a specific room or surface in your home to work. This will make you feel like you are 'in the office' and avoid distractions.

TAKE REGULAR BREAKS AWAY FROM YOUR DESK

Working from home might mean you sit more than you do in an office as you have fewer reasons to get up. Schedule regular breaks and get up to stand and stretch, walk to another room or go outside if you can.

INTERACT WITH OTHER HUMANS

Use video calls or chats to stay in touch with colleagues and friends. Schedule a virtual coffee break with someone else. And if you do have another human at home, schedule some chat time with them!

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TAKE YOUR LUNCH BREAK

Don't short-change yourself during breaks, especially your lunch hour. Set a timer for 60 minutes and walk away from your desk. Breaks recharge you to do better work. Schedule a virtual lunch with a colleague.

HAVE A DAILY CHECK-IN

Some teams have a quick check-in every morning where they share what they plan to work on that day and hope to achieve. Setting goals first thing might help to keep you on track for the day.

FIGHT THE URGE TO MULTITASK

This may seem like a convenient time to catch up on chores around the house, but they can distract you from being productive. There's nothing wrong with taking a little break, but try and stay focused.

GET SOME FRESH AIR

If you are working from home and self-isolating, you might be spending a lot of time indoors. Open curtains and windows to let in daylight and fresh air. If you are able to and it is safe, step outside.

PICK A DEFINITE FINISH TIME

It is easy to lose track of time when working from home. You also don't have co-workers packing up to remind you it is time to go. Set an alarm at the end of the day to indicate your work day is coming to an end.

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