



WORKING FROM HOME

Without much preparation!

Be prepared to shift

- Your work day may need to look different now that everyone is working and schooling from home. Consider:
 - When is the home quietest and without distractions – start your work day then and put the heaviest focus tasks then. It could mean starting your day earlier or doing a chunk of work at night.
- Your attention: Resist the urge to multi-task personal attention and work attention. Just because you are working from home, does not mean that home needs working. Chunk your attentional focus to clearly compartmentalized zones.
- Your work space: Walk away from the home hot spots – whatever distracts you (like the untidy dining table, or the poorly stacked dishwasher)

Schedule your day effectively

- There is no need to be overly rigid, head for effective zones of work, rest, play, connecting and exercising. Where are the best spaces in your home, backyard, local park where you can do any of those activities – utilize them. Nobody says you can't take your lunch to the park, or snooze under a tree. Particularly if you need to just get out of the house and the chaos
- Head for a drive and have a teleconference (hands free of course!). Get a change of scenery
- It will be harder to have clear clock-off times as accommodating to people's varying schedules is likely to be common. Adapt and don't be too concerned about maintaining a rigid shape of what the work day must look like

Remember to move

- Working from home means a significant reduction in activity. You are not needing to walk between offices, public transport spots, parking spots or to get lunch. Set an alarm to signal that it is time to move your body.
- Exercising at the gym may be off the cards for now. You can set up an exercise station in your yard, garage or spare room and access some videos online. Even a 10 minute focused routine, which includes stretching and some heart based activity can make a world of difference

Substitute the functions

- Understanding what you are missing from those activities will help you figure out how you can substitute this
- What are you really missing from your:
 - Commute
 - Lunch breaks
 - Social interactions
 - Routines
 - Schedules
- It could be:
 - Reflection time
 - Chance to catch up on a podcast or book
 - Laughter, social “gossip”, familiarity
 - Predictability
 - Feeling productive

Keep the shape of “work”

- For many of us we associate changing into our work clothes, and grabbing that coffee, opening up the laptop and checking the emails as a kind of signal to launch productivity and feelings of achievement. If this is the case for you – keep doing that, even if you are at home
- Working from home can be isolating not only for a lack of social interaction, but also for a lack of input and feedback. Have a way to continue to make that part of your work day. Ask for input and feedback, and consider making this a routine part of the collegial remote conversation
- Have collegial remote conversations! Be sure to include time to check in, celebrate wins, and trading of ideas in working from home effectively

Let others in on your schedule

- If you have other people working from home they will need to know when you are working and when you are not. It helps to communicate how they will know this, particularly if you are needing to adopt a flexible schedule
- Sync break times with the other members of the household some of the time if it helps to keep connected
- Have routine household meetings to touch base and problem solve what each other needs, and what is working and what is not working. Adjust together. Nothing like a bit of adversity to bring out communication and collaboration
- You do not have to become best friends overnight 😊. Accept that each will need a time out from the herd, and communicate this. When, what it will look like and how will each know that it is a timeout situation.