
WELL
PREPARED
TRAINING

WORKING FROM HOME

ADAPTING TO NEW WAYS OF WORKING



**WORKING FROM
HOME TAKES
SOME GETTING
USED TO**

**ADAPTING TO
YOUR NEW
ROUTINE MAKES
IT EASIER**

5 TIPS TO MAKE IT EASIER

LOCATION, LOCATION, LOCATION.

You know the drill. You need a space to work.

Without securing somewhere you can do your best work things can become difficult. Working from home allows many freedoms and can even boost creativity but finding a place that works for you is essential.

- **Consider these points:**
- Be close to the power sockets
- Natural light if you can find it
- Don't work with computers on your lap
- Find a table or a corner but have a surface to work on
- Try to sit up as straight as you can and choose a good chair for your posture
- Try to make your area self enclosed
- Try to keep work and personal separate, tidy work things away to create some boundaries



BUDDY UP.



We all need human interaction!

Working from home can be a solitary existence when you don't have a co-worker sat next to you all day. This might sound like bliss at first but don't let yourself go stir crazy!

Talking regularly, in whichever format you like best, can help you refocus, sound out issues or solutions and just feel a little bit better. Your mental health needs other people to help you.

There are many tools & tips that can help you, ranging from serious to fun.

Consider

- Schedule time for contact
- Use email for formal stuff
- Get messaging across different tools
- Try a WhatsApp Working Group, get your Team onto Teams or even try getting Social on Slack
- Video Call where you can, nothing beats face to face interaction. Most platforms offer multiple people on one call
- Make it fun, schedule coffee breaks, catch ups, 121's and if you're feeling brave organise a pub quiz!

STRUCTURE YOUR DAY.

To make the most of working from home we all need a little structure. Humans are creature of habit.

At work this is often done for us, through start times, lunch, breaks, meetings and 9-5 hours.

Working flexibly is a big part of home working and understanding when you work best, when you need a break and giving your day some structure can make a big difference.

If you're working from home with kids, your routine might need to change and that might mean working in different patterns but still getting the job done.



Consider

- Make a list
- Factor in everything you need to do
- Don't forget lunch & breaks
- Get some outside time and exercise
- Plan some contact with other people
- Be flexible on timings
- Plan meetings well, agendas are more important than ever.
- Interact with the family at set times

THINK ABOUT HOW YOU COMMUNICATE.

It's time to rethink the way you communicate with others.

When working from home you need to almost 'overthink' your communication with others.

Consider how your messages and instructions are landing with others and whether you need to go the extra mile.

Remember that a big part of communication is the tonality of your voice and if you're only using electronic methods this gets lost in translation.



Consider

- Call where you can
- Video call where you can
- Choose the right content for an email or a message
- Follow up anything that's ambiguous with a call
- Sense check peoples understanding
- Summarise calls with follow up emails
- Provide regular feedback
- Ask people how you're communicating and is it working for them

EMBRACE DIFFERENCES.

It's easy to forget that not everyone will enjoy working from home. For some, it can be a real struggle.

Think of each of your team as individuals and consider the right way to work with them.

It's important to remember that the rules are different with home working and you can't interact with the team as you would in the office.

Try to make sure you think through each decision and make sure the right people have had some input.



Consider

- Match tasks to team members
- Delegate with detail
- Rotate jobs where you can
- Let people choose tasks if that's appropriate
- Let people try new things
- Over communicate
- Ask for feedback
- Keep conversations going

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