

Making the Most Of Working From Home

It's not always easy to focus when you are not used to working from home. So here are some tips to help you adapt to remote work during these unprecedented times.



1. Set Up Your Work-Space

To be as productive as you are in work, you need to try and set up your space like you're at the office.

If you can, avoid sitting on the sofa. If you have a desk or table then use it.

It sounds obvious, but creating a more formal setting will help you feel more like you're at work.



2. Plan Your Time

Write a list of the tasks you need to complete before the end of each day and set times wherever possible.

That way you can gain an idea of what is realistic to achieve during the day.

This will improve your focus, but also help you to avoid getting distracted during the day.



3. Turn Off The Television

You may feel you need a little background noise, but even seasoned home workers can get distracted by daytime television. This also applies to social media or news sites.

A nostalgic theme tune or an interesting subject can gain your attention and then you lose hours on end. Avoid the temptation and turn it off.

If you really feel you need some background noise then put the radio on at low volume.



4. Plan And Take Short Breaks

Try to take the same breaks as you would in work. You need short breaks during the day, which at work may be five minutes of social interaction.

If you usually take an hour for lunch then take the same time when you work at home.

That may mean going for a quick walk with the dog or stepping outside into the garden. Short planned breaks can help recharge your batteries and focus.



5. Work Your Usual Office Hours

Working from home in these unusual circumstances does not mean flexitime.

You're still at work, so it's important to maintain your usual hours.

Avoid the temptation to start later or finish earlier. Otherwise, you will not achieve what you are usually capable of.

You have no commuting time so this should not be a difficult habit to get into.



6. Set Out The Rules With Others

You need to make others in your household aware of the ground rules from the beginning. They need to know you are at work and you are not readily available during this time.

Where possible, ensure you are in a different room with the door closed.

This may be easier said than done for workers with children right now. But separating yourself is important if you are not to be distracted.

