

Working from home tips

As we respond and react to the COVID-19 situation, for many people this may involve a change in routine. During these times it can be easy for us to lose our focus on some of the basic health practices that help us to maintain good physical and mental health. Try to ensure you are looking after your health in the best way you can.



Expectations

As a leader be clear on what you expect from your team. As a team member be clear on what is expected from you.



Routine

Establish a schedule and routine to help you stay focused. Be prepared to be flexible if business requirements change.



Breaks

Ensure you take regular breaks including lunch. Step away from your work area and get some exercise if you can.



Communication

Ensure you communicate regularly and using different channels. Communication much more than you think is needed.



Evaluate

Monitor how the situation is working and be prepared to change. Check in with your team leader regularly and be open to feedback.



Positives

Embrace the positives that working from home provide. Maximise any extra time you have such as saved commuting hours.

Working from home is not without some challenges. If you find that you are not as productive as possible or there are issues impeding your success, reach out to your leader for support. Communication is one of the most important aspects of working from home and it is important to maintain your connection with your leader and colleagues. We're here to help you navigate your way through this time so don't hesitate to call us if you need support.