



GETTING THE MOST OUT OF WORKING FROM HOME

In the past working from home every so often has been a bit of a luxury. Now though, it's something many more people will be doing on a regular basis. But which environment actually allows us to be more productive?

In the office, teammates are often the thing that stops you getting things done - they stop by your desk, engage you in conversation and invite you to lunch. The social benefits of a workplace therefore are nice to have, but they can become a challenge. At home though we become our own worst enemy. With no one watching us, we don't feel the same peer pressure or obligation to get stuff done.

So, how can we remain as productive? Here are ten tips to help keep on track.

1. Get up and get on

With no morning commute to help us get into work mode, it can be hard actually getting up and running. Starting work first thing in the morning means you'll be able to make progress through the day and not let that morning sluggishness take hold.

2. Treat it the same

Keeping to the same sort of schedule we have for office working can help retain productivity and professionalism. Getting up at the same time and getting ready for the 'office' helps the transition between home and work.

3. Make some space

It's important to have a distinction between home and office. Having an area where you go specifically to work can help get into a 'work' frame of mind. It doesn't have to be at home. Coffee shops, libraries and public spaces that are wi-fi enabled can provide the workplace energy we might be missing at home. Being out of the house also stops us finding other things to do!

4. Cut back the social media

We've all got our social media channels set up for easy access so its all to easy to open and browse. Signing out of accounts and even removing them from the toolbar it will take away the immediacy of social media.

5. Time it right

Everybody's body-clock is different so its important to maximise our most productive periods. Scheduling more difficult tasks when we feel at our best means we'll find them easier to get though. We can then deal with easier more mundane tasks when we feel more tired.

6. Stay in touch

Technology can really help us to keep in touch. Working at home can feel isolating and make us seem cut off from rest of the organisation. Messaging and remote meeting tools make it easy to check in with teammates and keep track of what's going on with on-going projects.

7. Be clear

If you've got other people at home with you then be clear that you're at work and establish some ground rules so you're not interempted. If you schedule some time in for breaks and lunch you can catch up then.

8. And stretch

In the office we're often moving about - going to different offices and using printers, and copiers for instance. At home we're less likely to be doing this so adding some simple mobility exercises and stretches can have a big impact on our body's well-being. Just stretching out every so often will stop aches and pains in the long and short term.

9. Get some fresh air

Try to get out of the house at least once a day. We all need to get some natural light and fresh air to help lift our mood and overall mental health. A walk to the shop, a coffee break or some gardening, it doesn't matter what it is - just get out there.

10. Finish on time

Working at home doesn't necessarily provide an improved work/life balance. Getting caught up in a project, can mean you lose track of time and work ends up eating into your home life. You don't have to stop dead at 5.30 but having a process that tells you the working day is over puts a boundary in place.

Contact us to discuss our proven, effective solutions by visiting www.qedod.com or emailing us on info@qedod.com Alternatively, call 07770 811352.

