

Working From Home: Tips & Tricks

We've sourced our favourite tips and tricks from our members, staff, friends and family to help you be your most productive self while working from home (WFH).

1. Try to keep a similar routine

By getting up every morning and continuing your weekday routine, you may be able to get into the correct mind-set for work. If you're unable to continue your exact routine, try and make small changes daily. This will help when it's time to go back to the office!

2. Home office setup

If you're having trouble thinking about work during your "off" hours, try switching around your office space.



Try separating your work space from the area where you would normally seek relaxation. For example, if you like to unwind in your living room after work, you may want to try and set up your home office in a spare bedroom or in the kitchen.

3. Set boundaries

Boundaries are important. Be clear on your intentions for balancing work-life and home-life during the day to reduce stress. Ensure communication lines are open with your team and your family so everyone knows what they can expect. Let your team know that furry friends, partners and/or children *may* have the odd appearance in a video chat!



If you're a user of Microsoft Teams, try setting your status to "away" when you leave your desk so your team knows you may have a delayed response.

4. Use your breaks wisely - your way

Have a plan for how you want to use your lunch or coffee breaks. Our team is using our lunch breaks to take a walk, prep dinner, unload the dishwasher and watch some 'ole Netflix.



Don't eat your lunch at your workspace - you deserve a break!

5. Try something new

Have you been *trying* to convince your boss to get you a standing desk? Now is the perfect time to experiment. Try to find a spot where you can periodically work standing up.



If you like to move around, take calls on your phone over your computer. Let your caller know that you'll be walking around during the call.

6. Keep entertained

No, we don't mean watching YouTube all day, but if you're feeling like things are a bit too quiet or are missing your team a little more than usual, try putting music on in the background or listen to a podcast!

It's important to note that we're all going through changes. Remember to be easy on yourself. Reach out to your team, friends and family. Ask for support.