

WORKING FROM HOME

A Best Practice Guide

STICK TO YOUR REGULAR OFFICE HOURS

Although you are working from home, you are still part of a business. Do your best to set regular work hours so team members can keep in contact with you. At the end of the day make sure you "clock off" to avoid overwork and burnout



SCHEDULE YOUR DAY LIKE YOU WOULD IN THE OFFICE

When working from home you are your own personal manager. To avoid losing focus, schedule your tasks, utilise your outlook or online calendar to stay on track.

USE TECHNOLOGY TO KEEP CONNECTED

Avoid feeling cut off the larger organisation. Utilise Instant Messaging and Videoconferencing services to keep in contact with work colleagues.



TAKE REGULAR BREAKS

To stay productive and focused, make sure you are taking regular breaks to give your mind time to recharge. Take a stretch and walk around, schedule time for lunch.

AVOID DISTRACTIONS

Without a manager or colleagues around it can be easy to become distracted. In order to remain accountable, stick to your work schedule, avoid doing household chores or running errands until you have 'clocked off' for the day.

