

Making working from home work for you

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# 10 tips for a new way of working



**FundsNetwork**



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Many of us are facing an extended period of working from home. If this is new to you, it may well require some adjustment. It may be particularly challenging if the children are off school too. Adapting to a new way of working is not necessarily straightforward – there can be a number of distractions and practices that could prevent you from performing at your best. With this in mind, you may find the following tips helpful if you want to make the most of your working day.

## 1 Maintain set working hours

Set out your working day and stick to those hours if possible. Of course, working from home does mean you can be more flexible in the hours you work, but sticking to a routine may help you make the move from office to home working. Some of us may find an early start works well – if this fits in with your firm – while others may prefer a later start.

## 2 Get prepared for the working day

Simple things like getting washed and dressed and ensuring you don't miss breakfast can help put you in the right frame of mind for work. Don't be tempted to work in your PJs as this can affect your state of mind and productivity. Wearing presentable clothes will also ensure you are ready for any video calls.

## 3 Have a dedicated working space

If possible, try to put aside a set room or space to work in. Ideally, it should be a quiet area away from the sound of blaring TVs, kitchen appliances and the children's play area. The right work space will not only boost your productivity but should also provide an appropriate backdrop for any video calls. Working in the lounge should be avoided – it's too easy to get distracted – and don't fall into the trap of working in bed.

## 4 Ensure your office furniture is comfortable and practical

The chances are you'll be sitting in the same position for many hours so it's a good idea to ensure your work chair supports your back and that your PC or laptop sits at a comfortable height for you.

## 5 Set ground rules with the family

It's all too easy to be distracted while working from home so let the family know when you need to be left alone and when it's okay to be interrupted. Try to keep pets away from your working space too. If you have phone or video calls planned, let everyone know you'll need some peace and quiet when these are due to take place.

## 6 Make the most of your broadband connection

We all know how frustrating it can be when your internet connection has decided to go on the go-slow. This can be particularly infuriating when, for example, you are participating in an important video conference call with clients or colleagues. Thankfully, there are some simple steps you can take to ensure your connection is as good as it can be. For example, ask the family not to stream or download films when you've got a call planned. There are also lots of household items that can interfere with the wi-fi signal when they are in use – microwaves, TVs, cordless phones and even dimmer switches – and so let everyone in the house know when it's best not to use these items. If possible, position your router as far away from these devices as possible.

## 7 Take regular breaks, stretch frequently and exercise if you can

Working from home can mean that you are cooped up in the same room or area for long periods of time. Taking regular breaks – even if it’s just putting time aside for a drink – can help freshen up the mind and make you more productive. Scheduling a lunch break – perhaps with the family – is another good way of ensuring you’re not glued to a screen all day long. Remember to stretch regularly and, if practical, try to exercise once a day (in line with government guidelines).

## 8 Let colleagues know your schedule and talk to them on a regular basis

If you are not in the office, colleagues may be unaware if you are working or not. It’s therefore a good idea to let them know when you’ve begun work for the day. Letting your team know when you’re unavailable – you may have a call with a client, for example – is also well worthwhile. It’s also easy to slip into the habit of only communicating by email so make a conscious effort to speak with colleagues over the phone every so often.

## 9 Avoid social media

Social media can be a big distraction which can have a meaningful impact on your productivity throughout the working day. To reduce the temptation of dipping into social media, stay logged out of your accounts and turn off any alerts that may draw your attention.

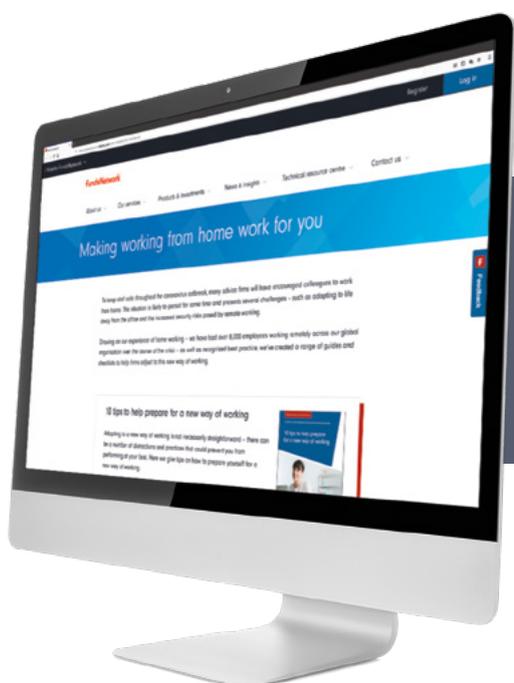
## 10 Sign-off at the end of the working day

It’s also important to mentally ‘sign out’ once you’ve finished work for the day. So, log off from work systems, email and business apps and try not to leave any loose ends which may prompt you to log back in. You may also want to let colleagues know that you’ve finished for the day. Tidying up your work space may also help you switch off.

## Enjoy the great indoors!

Once you’ve clocked off for the day, you’re probably ready for some me time. If you’re looking for some inspiration for keeping yourself amused while indoors, try one of our suggestions:

- Connect with friends and family remotely (there are lots of apps that let you socialise online).
- Make a start on your reading list.
- Watch a new (or old) TV series or re-visit some classic films.
- Keep fit with a home workout programme or sign up to an online class.
- Clear your mind with some meditation.
- Learn a new language with the help of online apps and websites.
- Try a new recipe – rustle up something different for a change.



For more insights on how to make a success of working from home, visit [fundsnetwork.co.uk/homeworkingkit](https://fundsnetwork.co.uk/homeworkingkit)