

# 8 Top Tips to Work Well from Home

Here's how to make working from home work well for you.



## 1. Create a work space

A dedicated home office or workspace helps **separate your work from home life**. It needs to be **comfortable**, well-lit and with space for your equipment. As well as a suitable desk and chair, you may need a:

- ✓ laptop stand or docking station
- ✓ separate keyboard
- ✓ ergonomic mouse

Your employer may help with advice and costs, so ask before you buy.



## 2. Minimize noise and interruptions

Set **ground rules** with any flatmates or family you live with.

- ✓ Ask them **not to disturb you** at your desk
- ✓ Let them know when you have calls or **virtual meetings** coming up
- ✓ Tell friends or family who phone you're at work and will **call them back**



## 3. Have a contingency

Have a plan B if you lose Wi-Fi. What can you access on your smartphone, for example?

- ✓ work email
- ✓ messaging apps
- ✓ software and programmes

40% of savvy home-workers can do half their tasks on a portable device. <sup>[1]</sup>



## 4. Get ready for meetings

Meeting setup is **36% more** difficult for remote workers. <sup>[2]</sup>

- ✓ So, download and try out any software needed in advance.
- ✓ Test your mic and webcam before you join a call.
- ✓ Have a dial-in number or direct messaging option just in case.



## 5. Be prepared

To work effectively from home think about:

- ✓ the information you'll need to hand
- ✓ what format it needs to be in

So, print out that report you need to proof. Save that 100-page PowerPoint on a flash drive. And use **cloud apps** such as Sharepoint or Google Drive. That way you and your colleagues can access and share work anywhere, any time.



## 6. Plan your day

Worry that your home has too many distractions?

- ✓ One-third of remote workers **set home office hours** to stay focused. <sup>[3]</sup>
- ✓ 30% stay productive and motivated by **keeping to-do lists**. <sup>[4]</sup>
- ✓ Use the Pomodoro technique – spend 25 mins on a task, then take a short break. <sup>[5]</sup>



## 7. Keep in touch

19% of remote workers suffer from loneliness. <sup>[6]</sup> So, stay in touch with your colleagues to build and maintain relationships, feel involved and get the support you need.

- 88% of remote workers use email to connect
- 47% tap on instant messaging apps
- 36% use video conferencing <sup>[7]</sup>

Start your online chats with some social stuff. Or have a 'virtual coffee break' with colleagues.



## 8. Get dressed

It may be tempting to wear old, baggy, comfortable clothes while working from home.

But getting dressed properly at the start of the day helps move you from 'home-' to 'work-mode'. If you've got important online meetings, it can help you look the part.

Plus, it's tough to feel professional if you're still in your pyjamas at lunchtime!



For more helpful tips, free downloads and resources to further your self-development visit: [emeraldworks.com/resources/blog](https://emeraldworks.com/resources/blog)

## Sources

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Ibid.

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