

17 TIPS FOR WORKING FROM HOME

DON'T

Be afraid to raise technical issues that are stopping you from working effectively. Your company will want to help you be as happy and productive as possible.

DON'T

Be afraid to get a break – just like at work you may have walked up and down floors to meet colleagues, go to lunch, or pop out. Your body needs to move. How about a nice lunchtime stroll? Or half an hour of you-tube yoga?

DON'T

Treat working from home as a chance to do less and get away with it!

DON'T

Sit for too long. Sitting well when you do will help your stamina. Try setting an alarm to remind you to take frequent movement breaks.

DON'T

Be tempted to check your social media. It's a massive time-destroyer and will savage your productivity.

DON'T

Be afraid to set expectations. If a client or a boss is going to have to wait a little longer for some work, let them know. They would much rather have a correct expectation set, than be disappointed by missed deadlines or unanswered calls.

DON'T

Sit there in your dressing gown / underpants. Getting dressed for work helps you get into the mindset. And getting out of your work clothes are the end of your working day helps put a close to work-related thoughts.

DON'T

Get dehydrated. Derek from accounts might not be offering you hot drinks, but there's no reason you shouldn't get up off that chair and make your own.

After 5 years working from home for an IT company and another 15 self-employed, I've been there, done that! Here are my top 17 tips.

DO

Make a real workspace to work from. The kitchen table is the default go-to, but slumping over a laptop at the wrong height is going to get painful. Try to carve out a place you can call 'work'. The kitchen may be the hub of activity for other people, and micro-disturbances still detract from your productivity.

DO

Be strong with other people at your home. A sign saying "I'M AT WORK" can really help stop unwanted interruptions. You can always step away ON YOUR OWN TERMS to show some affection to your pets or housemates.

DO

Set clear times for office and for home. Just because you can check your emails at 11pm doesn't mean you should.

DO

Be sure to have a good supply of healthy snacks like fruit and nuts to keep you going.

DO

Consider a standing desk – they are easy to set up in a corner and can give your derriere a break for an hour or so.

DO

Call up co-workers and speak in person, or during your breaks call a friend or family member. Any of these should be glad to hear from you, and the companionship will stop you feeling lonely.

DO

Set a schedule and stick to it. Schedule breaks as well as tasks, and don't be afraid to take them.

DO

Step away from your workspace for eating. No-one needs noodles in their keyboard. No-one.

DO

Gaze out of the window and rest your eyes. If working from home means having less than a meter between you and a wall it's going to hurt your eyes. Take phone calls standing up, and take a nosy at your neighbors while you do 😊



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