Working from home

Tips and tricks how to get it right (I think)

5 pm! my workday is DONE! time to go home!

ahhh home sweet home!
What not to do...

- Work in your pyjamas
- Work from sofa/bed
- ‘Go dark’
- Let your health suffer
- ‘Freetime it’
What not to do...

- Get dressed and keep your normal morning routine :-)
- Set-up a work space
- (over)-communicate
- Have a schedule (involving breaks which have physical/creative activities)

Keep regular hours.

It doesn't matter if you're a morning or night person, just stick to a schedule.

The Full Caro
Wearing a suit in the hopes that it will inspire more productivity.
Setting up a work space

- Have a specific space you work in (that is different from the space you relax in!)
- Ideally have an ergonomic chair and desk (there are some ways round this)
- Make your work-space welcoming (light, plants... )
Setting up your online work space

- Slack/whatsapp for chat
- Trello (or airtable) for project managing
- Box (or google docs) for sharing files with colleagues and collaborators
- Zoom for meetings
Over-communicate!

- SUPER important for motivation & team spirit to have scheduled ‘face-time’ (make sure not all of this time is ‘work’)

- Make sure meeting hours are accessible to all team members

- Have a plan set out for each meeting!

- And also... choose the right mode of communication medium depending on the time-sensitivity of what you want to say/ask

URGENT!

Want to know today, but not URGENT!

Want to discuss/give feedback
Having a schedule

- This is the easiest way to avoid distractions!

- Simplest solution: have a to-do list

  - to-do should involve non-work activities

  - work ‘chunks’ should be no more than 90 mins (ideally 30 mins, with a 5 min break after)

- set a time half-way through the day to reflect if you’re happy with your work and/or if you need to re-prioritise
Work ‘chunks’ for better focus

- For help keeping your work ‘chunks’ try using a timer/timer-based app

- Forest**
- Work-break timer
- Time out

** also helps us be eco-friendly during quarantine :-)

Other ‘top tips’

• Set/work to deadlines and update/ask to be updated

• Set a ‘do not disturb/deep work window’ - self/partners/family/friends/colleagues

• Have a strict ‘quit-time’ after which you don’t do any more work

• Try to avoid sitting down for all your work time

• Don’t take this time for granted - there are lots of new things you can learn!