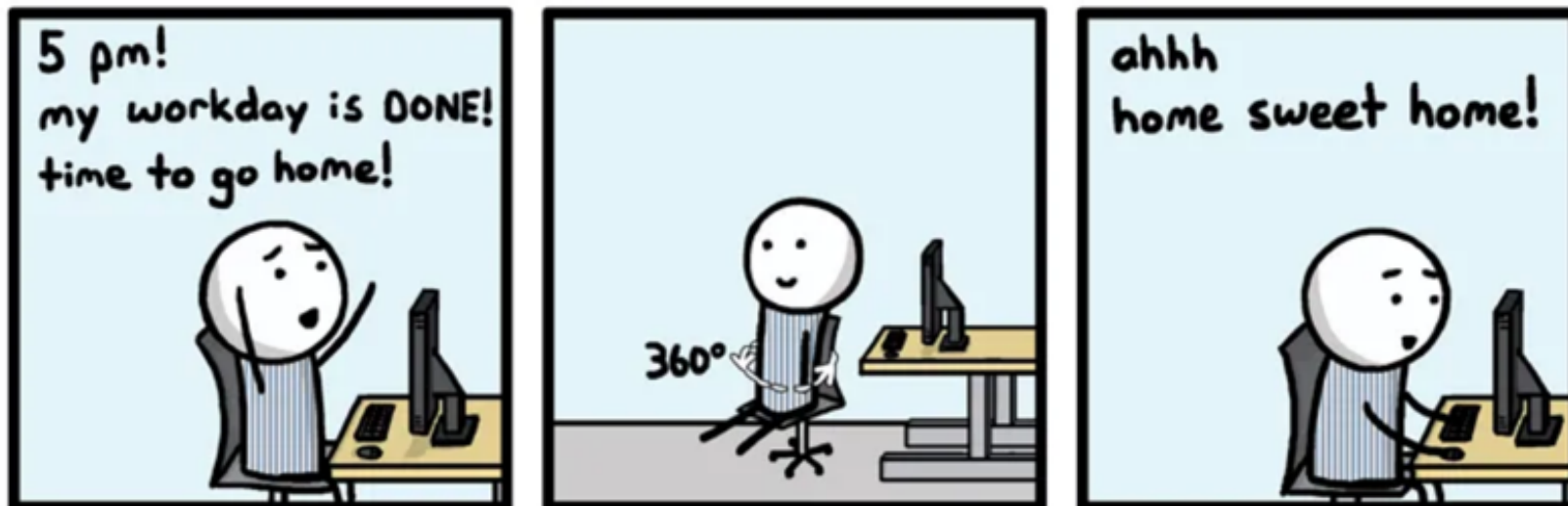


# Working from home

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



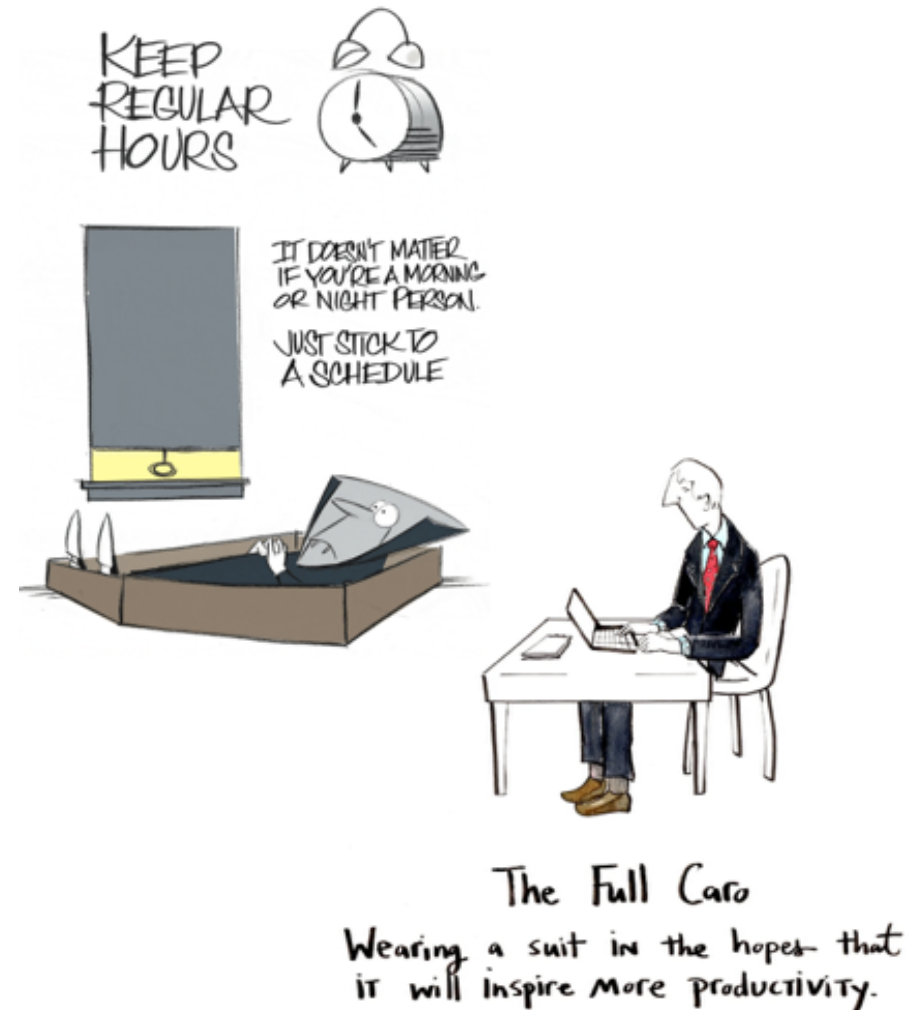
# What not to do. . .

- 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)

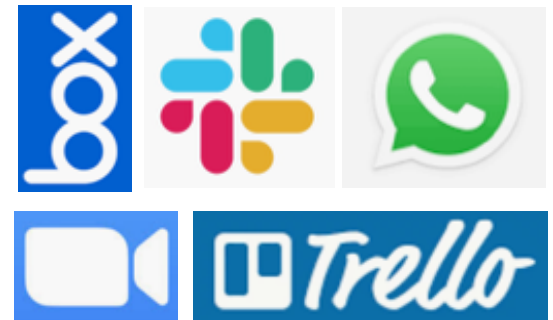


# Setting up a work space

- 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!

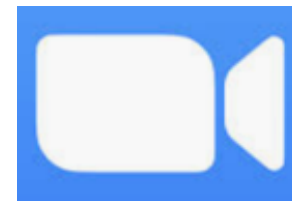
- SUPER important for motivation & team spirit to have scheduled 'face-time' (make sure not all of this time is 'work') ✓
- Make sure meeting hours are accessible to all team members ✓
- Have a plan set out for each meeting!
- And also. . .choose the right mode of communication medium depending on the 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!