# 15 Tips for Working from Home

**Coronavirus edition**. For over a decade I've worked from home where I've built a successful business and created an agile, diverse, remote team to support that business. At the time of writing the **Nation** has been told to work from home wherever possible. These tips are written from my experience and I trust they will go some way to help you with your imposed home working – especially if you're new to it.

- Be structured. Have discipline and focus during your working day; with both your *approach* to tasks and the *tasks* themselves

- If you are used to lots of social contact at work, then plan work *video* calls in to your everyday routine, with a specific start time. This will give you some regular social contact

- To help you with business thinking, wear clothes you would normally work in. Some people are used to 'business thinking' in casual clothes. Become aware of what serves you best

- *Batch* your tasks. Group together and undertake tasks which are similar in energy and focus. Some examples include detailed admin jobs; projects of a creative nature; planning and organisation; problem solving tasks plus many other types of work

- Work on tasks in 90-minute intervals, take breaks and eat regularly

- Systems help maintain standards. Think about the systems you can impose for yourself and the work you're doing. Never lower standards, always enhance systems

- Set yourself up for success. Plan your upcoming week on a Sunday evening with the main pieces of work you are going to achieve during the week

- Have a dedicated space or place to 'go to work' in your home

- If you're used to going to work in a buzzing atmosphere and home is quiet, organise breaks which put some 'buzz' into your day for example: listen to the radio or upbeat music; sing; make some personal calls; create some laughter; dance round the living room

- Conversely, if you're used to going to work in a quiet environment, and home is busy with others, it's important to create a still space to work. Put boundaries in place so people in your household know when you're in 'work mode' and they can respect that

- Feed your brain well. It needs energy and lives on oxygen, glucose and other trace elements. If you want your brain to perform well, feed it well. Working from home sometimes requires you to think in different ways, so boost your brain with the right foods rather than snacking on the wrong foodstuffs

- Take regular breaks (just as you would in your usual working environment). Switch off from work and do something *different* for a short time, for example you could make use of all the home exercise videos currently online

- If you have high energy and like a great deal of interaction, then *variety in your working day* becomes vital when confined to working from home. It's *crucial* during periods of lockdown especially for individuals who are living and working from home, on their own

- Exercise helps with thinking and concentration and sunshine is a great mood enhancer. Whenever and where-ever you can work in the sun, make that a daily priority for at least 20 minutes

- It has become more important than ever before to celebrate business successes – *however small*. A cup of your favourite coffee, sharing with your team/work colleagues, chocolate – do whatever feels celebratory to you. Celebrations keep up morale and introduce an element of fun to work

   **Remember:** stay connected to people and ensure you *feel* connected to others. Put in place the support you need (both personal and business). Take care of your mental health by reaching out and talking to others

Written by Sheila Holt, April 2020

If you'd like to know more or to contact me for help with any of these tips, click on any of the links below

**About Sheila Holt: Author**



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