

CHALLENGES OF OUR REALITY



Eight Tips When Working Remotely

More and more people are working from home in recent years. Working remotely can seem like a dream come true for employees tired of the morning commute, but it can present its own set of challenges.

- ⚙️ Feelings of isolation
- ⚙️ Lack of motivation
- ⚙️ Lack of structure and blurred boundaries
- ⚙️ Managing disruptions and distractions
- ⚙️ Avoiding burnout
- ⚙️ Difficulty maintaining healthy eating
- ⚙️ Difficult maintaining physical activity



Remote Control: How to Optimize Working from Home

- 1 Designate a workspace.** It's much easier to stay mentally focused if you have a specific area to get work done. That doesn't mean you can't move around. You simply want a "home base" where you can work quietly when necessary and keep work-related resources and essentials organized.
- 2 Let nature in.** Make sure your space offers the right combination of airflow, temperature, and humidity. Set up your workspace near a window or doorway that provides natural light. Get some plants and open the window while you work. Fresh air helps with focus.
- 3 Create a routine.** Working from home further blurs the boundaries between work and personal life. Set a work schedule for yourself and stick to it. Wake up at the same time each day and include regular breaks to optimize your focus and productivity. Establish a way to mentally detach from work at the end of the day.
- 4 Limit disruptions.** When working from home, it's important to set boundaries so those you live with know when to let you focus on work. For example, a closed door means you don't want to be disturbed. Your routine can help you establish these boundaries.
- 5 Overcommunicate.** Because you're not in an office where others can see you, communication is even more important. Communicate frequently with your manager and team to understand what's expected of you and ensure you have the support needed to do your best work.
- 6 Take breaks.** It's easy to lose track of time when working remotely. Ensure you step away from the computer for a few minutes throughout the day: grab a drink, have lunch on the deck, stretch. Consider ways to reduce sedentary time as well. Try a walking meeting or DIY a stand-up desk.
- 7 Pack your lunch and snacks.** Working from home means you can easily sneak to the junk food cupboard! Packing food as if you were heading to the office helps ensure you make healthier choices and eat food that fuels your workday. Keep a water bottle at your workstation to help stay hydrated.
- 8 Stay connected – the right way.** While technology is helpful, we can easily get isolated behind our computer screens. Find ways to see and hear your co-workers: opt for a phone call, virtual visit, or plan a meet-up. These methods of connecting help fight isolation while enhancing team unity and productivity.

Sources | iawhp.org | www.bbc.com/worklife/article/20200312-coronavirus-covid-19-update-work-from-home-in-a-pandemic | Images from Freekpic.com