

# Coronavirus (COVID-19): How to Effectively Work from Home



If this is your first time working from home, it can be a bit of an adjustment to your new routine as well as missing the social interaction with your coworkers. Here are some tips to facilitate adjusting to your new situation during the coronavirus outbreak:

## Planning Your Day

Discipline is key if you're going to make working from home productive. Setting a schedule provides structure to the day, and it also helps you stay motivated. Start the day as you would if you were working in the office: Get up early, get dressed, and try to avoid online distractions, once you sit down to work. It may take some time to determine the best rhythm for your day. It is also beneficial to set realistic expectations for what you can accomplish on a daily basis. Make a schedule and stick to it!

## Prepare Your Workspace

When you work at home, it's easy to let your work life blur into your home life, especially for those with children. It is important to keep the two distinct. Find a spot in your home where you'll be able to have enough room for the equipment, including your laptop, cell phone, books, files and anything else required for your daily workflow. Having a designated spot not only helps you stay focused but makes it easier to get out of work mode at the end of the day.

## Take a Break

As important as it is to have dedicated work time, make sure you give yourself permission to have downtime. It may be tempting to work flat out, however it's vital to take regular 'brain breaks'. A break can be as simple as staring out the window or reading the newspaper. Anything that gives your brain an opportunity to briefly recuperate. The brain is like any other muscle. It needs to rest. Other examples include going for walk, getting some exercise, stretch. Then get back to work.

## Stay Active

Getting up and head outside, even if it's just for five minutes. You can stand up, stretch, and get a quick dose of Vitamin D. Fresh air will help you stay energized and ready to tackle the rest of your to-do list when you return to your desk.

## Communicate, Communicate, Communicate

Prolonged isolation can lead to weakened productivity and motivation. So, if you are not working on a task that requires face-time with others on a daily basis, it is important to still stay connected with your employer and co-workers. Make a point of scheduling regular virtual networking time with work peers. Share with people what you're doing, or the tasks you've accomplished that day. It's critically important not just for work purposes, but for your psychological well-being as well.

## Celebrate Wins

When you are working from home, staying motivated can be difficult, especially with distractions — social media, that pile of laundry, the closet that needs organizing, etc. One way to maintain momentum is to spend a moment or two acknowledging what you have been able to accomplish that day, rather than fixating on what you still need to do. Take some time at the end of the day to attend to the things that you got done instead of the things you didn't get done.,” You might also keep a journal in which you reflect on that day's events and note what you were able to check off your to-do list. The daily reminder of what you were able to finish will help create more productive workdays moving forward.

## Take Care of Your Health

Your physical and mental health should not be neglected. Working from home can be very tricky. The stress you accumulate is going to influence your mental health in the long-term. As you know, staring at a computer all day can be daunting and unproductive at times. This is why it is important to have a good nutrition plan, exercise regularly, and pay attention to your condition. If your energy levels are low, you must change some aspects of your life. Less sugar, fewer chemicals, more vitamins, and healthier foods is a great approach to try.

## Eat a Proper Lunch

When working from home it is easy to take full advantage of working steps away from the fridge and having the ability to spend more time grazing on snacks. As delicious as it may seem, it is not always great for productivity or your sense of work-life balance. Set aside lunchtime for yourself and take a proper break from work to nourish yourself and recharge for the rest of the afternoon.

## Winding Down your Workday

If your living space and your workspace are the same place, it can feel hard to truly step away from work at the end of the day. Just as if you were physically working in the office, continue your natural habit of winding down your workday. It could be following up on e-mails or writing out your to-do list for the next day.

