

Making Work from Home Work

What to do when your home
suddenly becomes your office



Read our full article [here](#)

Get ready like you're going to the office



Set your alarm, take a shower, have breakfast or a cup of coffee and dress for the day.



Plan your day: list your priorities, set pockets of time and try to stick to your schedule

Set up your workspace

Having a space in the house purely for work can help you get into the right mindset. Find an area in your home that's conducive to working, whether it's a desk or the couch. Just make sure it allows you to stay focused.



Curate your work-from-home playlist

Create a fun lineup of songs if you enjoy listening to music while working. Share it with your colleagues too!

Use productivity apps

Focus on your tasks and manage your distractions well.

1

THE POMODORO TECHNIQUE

Choose a task on your list, set the timer for 25 minutes, and work on the task until the time is up. Take a break. After four pomodoros, reward yourself with a longer break.

2

FOREST CHROME EXTENSION

It curbs your need to check your social media accounts by letting you plant a seed, which will grow into a tree after 30 minutes. Concentrate on your work and share your tree with friends. There are plenty of similar apps you can try.

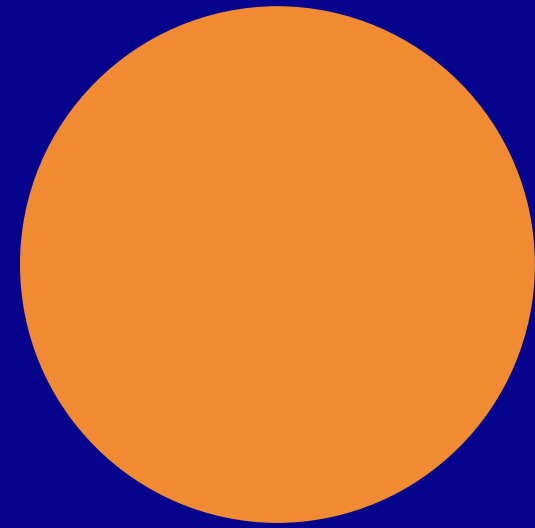
1

Start and end work at your usual time, if you can, to establish the boundary between work life and home life.

2

Take regular breaks. Stretch, grab a snack, go for a walk.

**Stick to
a routine and
take regular
breaks**



Align work schedules with your family

Working from home all of a sudden can be major adjustment.

Coordinate with your partner, children, or housemates on work schedules and designate chores equally.

Communicate with your colleagues

1

In the absence of face-to-face interactions, it's important everyone is across company decisions and actions.

2

Continue conversations and encourage feedback and discussion through phone calls, email, instant messaging, and your company's assigned meeting app.

Remember

Everyone works differently

For some, working from home is a huge adjustment. Empathise with your colleagues and be patient as everyone settles in.

Visit our [website](#) for more tips and tricks on [remote working](#)

