

TIPS FOR WORKING FROM HOME

Dear colleagues,

Many of you will be working from home in the foreseeable future. To be efficient, you must be organised and stay connected. You will be expected to remain at **home** and **fully working** during your contracted working hours. As a group, we need to minimise the disruption to the business and also minimise your exposure to the virus for the benefit of those you come in contact with.

1. Start early

One way to work from home productively is to start your to-do list early. By getting a project started first thing in the morning can be the key to making progress on it throughout the day.

2. Keep the same morning routine as if you were going into the office.

The mental association you make between work and an office can make you more productive. When working from home, do all the things you'd do to prepare as if you were going to the office: Set your alarm, have a shower, make a coffee, get dressed properly.

3. Set up a comfortable, separate, designated space for your work area

Your space should be relatively free from distractions such as family, pets, home telephone, the television. Keep this space clear & clean. Create the right working environment.

4. Structure your day like you would in the office – keep a regular routine

To stay on schedule, segment what you'll do and when over the course of the day. If you have an online calendar, create to do lists, events and reminders. Set specific work times.

5. Have a list of daily tasks & priorities

This will keep you focused and productive. Ensure you have a list for each day that you are working at home. Thorough planning is key to effective remote working.

6. Turn off any distractions & eliminate background noise

Wearing headphones will help block out any distracting noise, especially if you are in large group conference calls.

7. Advise others in your home of any scheduled calls

This will avoid any unnecessary interruptions.

8. Understand your employer's expectations

You will be expected to be connected & fully working during your usual contracted hours. Your output and daily working productivity will be expected to remain at the same level as if you were in the office. This is not a period of time to take your foot off the gas, this is a time when the company is expecting its employees to understand that working from home means being at home, working and producing the expected results and outputs during every working day.

T I P S F O R W O R K I N G F R O M H O M E

9. Stay connected

Don't feel isolated, stay connected with your fellow work colleagues. Don't forget to ask for help or input if you need it.

10. Take regular breaks & take care of yourself

It is important to stretch your legs and take clear, defined breaks throughout the day

11. Have a definitive finish time

In lieu of coworkers, whose packing up and leaving the office reminds you to do the same, set an alarm at the end of the day to indicate your normal working day is coming to an end.

In these unprecedented & uncertain times, we need to pull together as a team. As I am sure you can appreciate, working from home is just one of many measures that the business is taking to try and minimise the spread whilst at the same time attempting to keep the business operating normally as long as possible. Your line managers are available to support you, please do go to them in the first instance if you have any concerns or issues.