Top 10 work from home tips

As we all deal with COVID-19, many of us are facing a new challenge of working from home. We've compiled a list of tips to help those adjusting to working remotely.

1. Start off on the right foot by setting the right mood. A morning workout helps wake the brain up. From going for a brisk walk or jog to Zumba or boxing, staying active is a great start to the day. It will help avoid that "cabin fever" feeling, and help you feel accomplished and productive.

2. Stick to a "Normal" Schedule. Stick to a normal routine as much as possible: wake up at the same time, exercise as you would normally, get dressed, eat breakfast, etc.

3. Make Your "Home Office" Real. Make your dedicated workspace a comfortable environment, preferably free of distractions. If possible, set up your office somewhere bright, near a window where you can look outside and get some fresh air when needed. Keep some plants or flowers nearby.

4. Take Regular Breaks. Take a break from looking at your screen for a few minutes to rest your eyes and refresh your mind. Getting outside on your lunch break for a bit of fresh air also helps to refocus.

5. Be Organised. Have a to-do list. Set specific goals, and cross them off. Set times for certain tasks in your calendar. Be realistic in the amount of time you give yourself to complete each task. If you have children, get them involved in planning their own schedule to help them feel involved and occupied.

6. Stay Social. Don't become isolated — pick up the phone or jump on a Skype/Teams call. Picking up the phone and speaking to your colleagues instead of emailing or messaging helps avoid feelings of isolation.

7. Don't Stop Learning. Dedicate time in your day to learn. Most companies offer an online learning platform or training courses to their staff. Keep your mind active and engaged; constantly learning is imperative to productivity.

8. Keep the Kids Entertained. If you have pre-school children and a partner at home, take turns entertaining the children while the other parent works. For those with slightly older children, let them know you have times set aside for work. Create your schedule together and catch up on how you're getting on with your to-do lists.

9. Social Media Distancing. Set dedicated times for social media browsing. Log out of your apps in the morning, log in again only at lunch or the end of your day. This will help you stay focused and feel more productive throughout your day.

10. Relax. Try not to worry unnecessarily about work. There will be days when everything goes to plan, and days where they don't. Breathe, relax and reset.

For even more work from home tips and resources, please visit ebscohost.com.