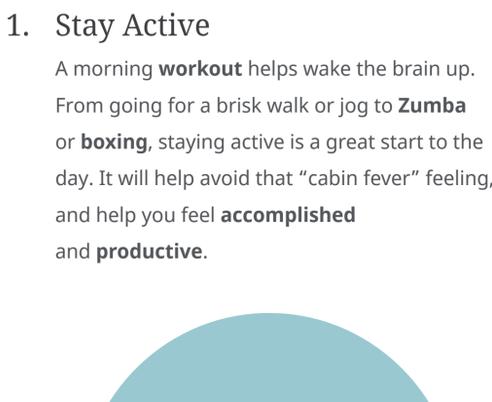


Top 10 work from home tips

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.



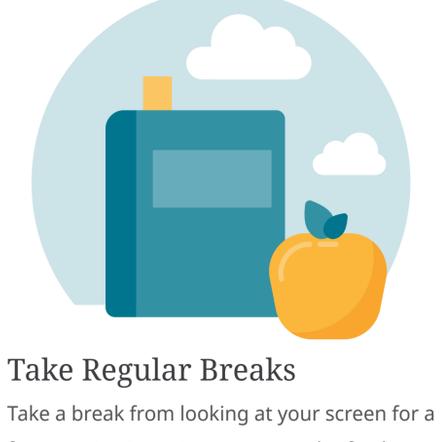
1. Stay Active

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**.



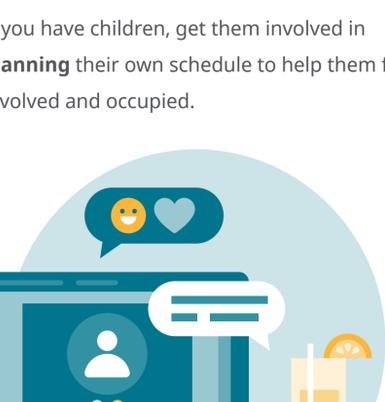
2. Stick to a “Normal” Schedule

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.



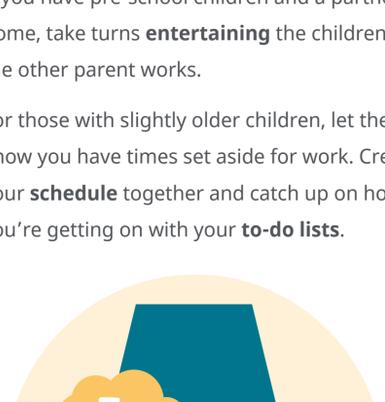
4. Take Regular Breaks

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.



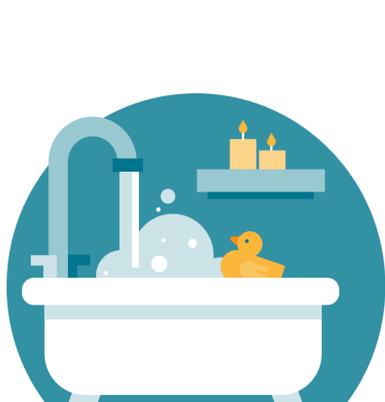
6. Stay Social

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**.

Even for seasoned home workers, the circumstances around COVID-19 are exceptional and challenging. Remember, you are not alone.

We are all in this together.