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# EMPLOYEE WORKING FROM HOME GUIDE

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## 1. Set a designated work area

This may seem trivial but choosing a designated area in your home that is designed for you to work from is the first step to success with remote working. It can be anywhere in your home from a desk in the spare room, a corner of the living room or even the dining room table. A dedicated workspace will help you to get into the right frame of mind for work. Try to avoid using places such as the couch or bed as these are places you associate with relaxing and could reduce productivity.



It will also help others in your household such as young children, your partner or flatmate, understand that you are at work. They need to know you are working and try to respect your new work environment.

## 2. Plan and test communications

Before you begin working, make sure you can get connected to all the systems, servers and files that you need to access to do your job effectively. Raise any issues with your IT department or line manager. Working remotely, you will also want to stay connected with your colleagues, managers and team members. This will not necessarily just be by phone or emails; it can also be through virtual meetings or video conferencing. Make sure you know which system your work intends to use, and you know how to access and use it if you have never done so before.





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### 3. Make sure your network and work programmes are protected

Remote working introduces another set of potential cyber-security risks. Make sure you speak with your manager about cyber-security and strategies you can use for mitigating the risk of a cyber-attack while you are working from your home.

### 4. Dress like you are going to work

The way you dress will get you in the right frame of mind for work. While you don't have to dress formally (although if this works for you, feel free), you should always take the time to get ready for the day. Avoid staying in your pyjamas – as good as this sounds, it will not get you in the right frame of mind.



### 5. Stay Connected

Working from home can be isolating and it can be easy to feel 'out of the loop' or find it hard to raise issues and concerns with your line manager. Don't be alone! Make sure you speak to your colleagues regularly be it through phone, email, or video messaging. Why not catch up with colleagues during your lunch break?



Make sure you have regular conference calls with your team and manager to make sure you keep up to date, keep communication flowing and get any advice needed.



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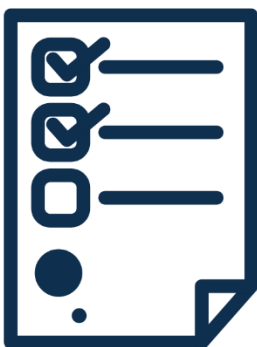
## 6. Stay healthy, hydrated and take breaks!

Make sure you start your day with a healthy breakfast and try to eat well and regularly throughout the day. Working from home, the temptation to nip into the kitchen for a biscuit or snack can be too easy. Try to stick to set breaks. Make sure you drink plenty of water throughout the day to keep hydrated – this will help your concentration and overall well-being.

Remember to take breaks. Set times for breaks and lunch and make sure you take them. It is important to take time away from your desk and work area, so you stay refreshed and efficient. Try to get some fresh air and some exercise. Perhaps on your lunch you could sit outside or go for a walk around the block. Some yoga or an online fitness class might be useful. Take time throughout the day to get up out your seat and have a stretch, even walk up and down the stairs a few times, walk the dog or a few laps around the garden.



## 7. Evaluate yourself periodically



To ensure that remote working is working for you, be sure to evaluate your progress periodically. Some things to consider in your evaluation are:

- What is working as far as your hours?
- Are you accomplishing the same work out of the office as in the office?
- Are you meeting all your deadlines?
- Are you feeling connected with your co-workers?

Address any concerns you may have with your manager or look for ways you can adjust your home routine to improve your effectiveness



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## 8. Avoid distractions and stay on task

One big challenge of teleworking is accountability. Without co-workers or managers nearby, it's easy to become distracted and fall behind on work. Remember that working from home can be a benefit, and that it will become apparent if you are not putting in the same effort into your work at home as you did in the office.

Stay focused on work throughout the day to maintain consistent productivity. Avoid online distractions as well. Limit the time spent on email, social media and websites unrelated to work. Set a timer on your phone or computer if necessary.

## 9. Set your finish time and pack up

Set yourself a time to finish. It is all too easy to just keep on working but you will soon become ineffective – there is always tomorrow. It might be useful to create a process for finishing up such as reviewing your day, setting some tasks for tomorrow and physically pack your work away – close your computer, put away your notebook and any other equipment.

