

Working From Home

Are you ready to work from home and be productive?

- Advised or been instructed #WFH to by your manager/workplace (make sure people know where you are)?

- Internet access (stop here and go find some)?

- Remote access enabled and tested (if you can't access things...)?

- Required applications installed or available (no tools == no work)?

- Video conferencing tools tested (don't be that fool that has tech-issues connecting! Test your microphone, camera & software)?

- Suitable space to work from (separate office ideal, kitchen table ok, couch/sofa bad)?

- Regular calls scheduled with colleagues (don't isolate yourself, engage with team mates)?

- Dressed to work (no need for that suit, but put some pants on please!)?

- Washing & dishes done, kids at school or setup with activities (get this stuff sorted before you sit down)?

- Coffee, tea, and/or water available (keep hydrated)?

- Music (find a good motivation playlist to put on in the background!)?

- Get in the zone (make sure you have the right headspace to work, don't worry if it takes time to settle in, just keep trying).

- Remember to take a break (you are not 100% productive in the office, don't expect to be at home; pick up the kids, hang out the washing, have lunch, take a walk, etc...).

- Relax (WFH takes time to adapt to, if you give it time and don't beat yourself up you can find it rewarding and more productive than the office).
