

## *Working from home during the Covid-19 Pandemic*

As businesses work to contain the spread of the Coronavirus, protect their employees and adhere to government advice, more and more employees will work remotely or from home. If you are in this situation, it may be welcome news but also a little daunting.

Here are some tips to help with the transition into working from home:

1. Dress for work. This psychologically prepares you and promotes the right headspace for work, even if it is tempting to stay in pyjamas or tracksuits.
2. Create a structure for your day. This assists with focus and motivation, helping to put you in control of your day. You may like to start work early or prefer to focus on tasks that require concentration later in the day.
3. Enjoy your flexibility! If you need to schedule in a non-work appointment, do it at the start or end of the day as you would if you were going into the office.
4. Have a work area or space that has comfortable lighting and ergonomic positioning, not the bed or couch. Tidy up at the end of the day to mark the work day's completion. This can help to signify to other members of your household when you are working and when you are "at home".
5. Plan the day based on daily goals or objectives. Divide up the time, e.g. only look at emails twice a day or after a certain time to avoid being distracted by emails. Communicate your plan with your manager so that outcomes can be agreed upon.
6. Take breaks away from the computer, like at work, have a proper lunch break, maybe get some exercise or do something away from your screen.
7. Connect regularly with colleagues during breaks via phone calls, video or facetime chats. Coronavirus will continue to be a topic of conversation but stick to the facts. Try to minimise your exposure to the news and media at certain times.
8. Keep up regular meetings via video or teleconference. Video works particularly well as you can respond to both verbal and body language cues and maintain connection.
9. If your organisation hasn't started a buddy system, suggest that they do. Having another person that you make the effort to check in with each day or so will help open the lines of natural connection.
10. Communicate, communicate, this is key to ensure that working from home is successful. Communicate when you are feeling supported but also when you are feeling challenged and need support.

Remember, as your EAP, we are here to support you whatever the nature of your concerns, please contact **AccessEAP** on **1800 818 728**.

