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**Ryder Partnership Limited**

**How to work well from home**

**Coronavirus: Five ways to work well from home**

If you're not self-isolating, but have been told to work remotely, what's the best way to stay efficient and keep your spirits up?

Here are five top tips to keep healthy.

** 1. Get dressed**

For some people, the prospect of staying in their pyjamas all day is the most tantalising aspect of working from home. But washing and getting dressed will not only improve your state of mind, it will psychologically prepare you to start work.

Whether you need to change into business attire depends on the type of person you are and the nature of the job you have. Some people find that dressing formally is helpful, and also useful if they need to dial into a video call.

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|  | Getting dressed helps to prepare yourself for work |

But for many others, the point of getting dressed is being forced to shower and change out of clothes they associate with sleep and rest, even if that means just changing into a T-shirt and jeans.

Wearing respectable clothes also increases motivation to leave the house. Likewise, changing out of work clothes when you clock off for the day helps your brain to understand that the working day is over.

** 2. Establish boundaries**

If you're employed by a company, you'll probably have set hours of work, and it's important to stick to these when you're working from home. Be ready to start your day at the same time as you would normally arrive in your office or workplace and finish your day at the same time.

* Try and stick to a routine while working from home. Go to bed at a reasonable hour so that you get enough sleep and then wake up at your usual time.

You could practice virtual clocking in and out. To keep yourself in the routine.

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|  | “Clocking in and out” helps you keep to a routine |

At the end of a working day, it's best to switch off your computer and tidy away papers and other items. Space allowing, set aside a specific, separate area in your home where you can set yourself up - ideally with a properly adjusted desk and chair, similar to your workplace.

It's also important to not "overcompensate" because you're anxious about working from home, don't go over the top and keep letting people know you are working etc. You know if you're on task and being productive - keep yourself in check."

** 3. Get out and about (within Government rules and not if you are self-isolating.)**

Working from home shouldn't mean you stay cooped up indoors all day. While you might not miss your daily commute, it does guarantee that you leave the house at least once during the day.

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|  | *Getting out and about within Government guidelines is good for you !!* |

So, get your shoes on, get outside and enjoy that fresh air especially if you have a garden. A different perspective will also help undo mental blocks and give you a fresh pair of eyes for any tasks you're struggling with.

It is known that "There's a mental angle for each individual that makes you feel like you're working,". Find ways of putting in those boundaries otherwise it becomes difficult to switch off."

** 4. Pick up the phone**

If you're working from home, the chances are you'll be alone, so you won't get distracted by colleagues' conversations and other office noise.

When you're at work, you're more likely to engage with colleagues but when you're working from home, you could spend the whole day without speaking to anyone which can be isolating.

Make some time to pick up the phone and have a real conversation, rather than relying on email and instant messaging.

Speak to people, keep in touch with work colleagues. Do not lose that social connection.

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|  | *Telephone Talk to people!! Do not lose that social connection whilst social distancing.* |

** 5. Take regular breaks**

It’s good to have a routine when you’re working from home, but work shouldn’t become monotonous.

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|  | *Take regular breaks away from the screen* |

And you shouldn't stay glued to your screen all day. It's important to take regular screen breaks and get up from your desk and move around just as you would in an office and get outside.