

WORKING FROM HOME TIPS

10 TIPS ON HOW TO SUCCESSFULLY
WORK FROM HOME



Due to the novel Coronavirus (COVID-19) many companies have had to transition to a Work From Home environment. Now we find ourselves checking the news hourly as well as the stock markets and keeping tabs on family members to ensure they are well and safe. Transitioning to working from home can be challenging under normal circumstances, let alone under the ones we find ourselves in today. But think of it this way, working from home is just like any other skill! It can be developed and improved upon when done correctly.

Here is a list of our top tips to help you in your Working From Home transition!

1 - Set Your Hours

Set a schedule and stick to it... most of the time. Having clear guidelines for when to work and when to call it a day will help you maintain a good work-life balance. With this being said, one major advantage of working from home is the ability to be flexible. The important thing to take away is to communicate with your boss to come up with a solution that works for everyone.



2 - Set a Routine

When you were heading into the office for the day, chances are you had a set routine. Wake up, brush your teeth, shower, get dressed, make coffee, feed the dog, and brave the morning commute into work. While some of these things will change, it is still important to maintain some sort of routine. This allows our bodies and minds to realize that it's time for work.

3 - Get Dressed

It might seem like a simple tip, but it's a crucial one. You don't need to dress as formally as you might for work, but the simple act of changing clothes serves as a signal that it's time to wake up and get things done.



4 - Set Ground Rules in your Household

When working from home, it is much easier to be distracted by others. Kids, spouses, parents and animals can all be distractions. Setting clear rules with the other occupants of your home can help reduce stress and keep you on task!

5 - Take Breaks

Remember that even though you are at home, you can still take breaks! Breaks help break up the day and give our brains a much-needed break. There is nothing worse than feeling stressed and burnt out in your own home!

6 - Leave your House

We are all used to leaving work and work at the end of the day. This is significantly more difficult to do when your home and your office are the same place. To that effect, make sure you leave your house. Go for a drive or a walk! Your body needs to move, and the fresh air and new surroundings will do you brain and your body some good! Just remember to adhere to social distancing protocols and other public health advisories applicable to your area.

7 - Need Something? Ask!

Do you find yourself needing something to aid in working from home? Ask! Employers are usually accommodating to most reasonable requests. Keep and open and honest dialog open with your boss about your needs.



8 - Dedicated Office Space

In a perfect world, an employee would have a dedicated office room. However, not everyone is able to dedicate an entire room for the use of a home office. Instead, dedicate a desk and the surrounding space for your office. This will help you set your Home-Work boundaries.

9 - Use a VPN

Always use a VPN whenever you're connected to a network that you don't control. This includes Wi-Fi at co-working spaces, cafes, libraries, airports and other public spaces. Some companies have their own VPNs that off-site employees need to access certain servers or websites that store information meant only for internal use. In any case, it's a good idea to get into the habit of leaving your VPN connected as often as possible because it's always safer to have it on than not.

10 - Communication is Key

Finally, one of the most important tips we can offer is to communicate always! When working from home, it is much harder to communicate with your coworkers because you cannot simply turn around in your chair and talk to them. You don't have to limit yourself to using a text-based chat. You could schedule daily check ins in which you participate in video/audio calls. Try different things out and see what works best for you and your workplace!

Communicate

Customer Support support@bhtech.ca

Sales Inquiries sales@bhtech.ca

1 (306) 500-0165