

## **4 QUICK TIPS FOR WORKING FROM HOME EFFECTIVELY**

The comfort and convenience of working from home might have been a dream for many of us before this situation. However, many of us have also discovered that we end up working longer hours, having lesser breaks, and struggling with the blurred boundaries between personal and work life. While we can't change this situation, we should continue to commit our work to God! He is more than able to help us in everything that we need!

Here are 4 quick tips on how we can be effective in working from home:

### **1. STICK TO REGULAR ROUTINES**

- Set our alarms like we normally would and wake up on time.
- Dressing up properly for work (even though we don't have to) gets us focused and ready.
- Protect our devotional time with God - resist the temptation to jump straight to checking work texts or emails.
- Maintain physical exercise routines.
- Try setting three goals each day and do them first. Don't let emails, calls, or anything else distract us!

### **2. CREATE A CONDUCIVE WORKING ENVIRONMENT**

- Designate a workspace. Working in the same spot on the couch where we relax sends mixed signals to the brain - find a space that can be dedicated to work.
- Have an organized workspace - Clear that desk frequently to avoid distractions.
- Good lighting is important - a spot with natural light is best!
- Upgrade your internet connection (call your service provider) so that you are not bogged down by poor connectivity.
- Keep essential items close by. This helps us not get distracted with menial tasks. E.g. Keep a bottle of water on the table so we don't have to stand up to get water.
- Consider using an external monitor to increase productivity. Using a headset for calls is especially recommended if the work area is shared by family members.

### **3. PLAN FOR REST AND BREAKS**

- Our brains need time to rest - this helps us be more productive.
- Allocate time for walks and stretching. Set reminders to take breaks from looking at screens.
- Practise good sleep hygiene. While we sleep, our brains are hard at work, processing new information from the day and integrating it into our existing knowledge.

### **4. REMEMBER TO SOCIALIZE**

- Working remotely can get lonely. Break up the monotony of work by maintaining casual social interactions with co-workers. Make a call, drop a text, check in on them.
- Synchronize mealtimes to spend quality time and connect as a family. While we physically see our families, we may not actually interact as much as before.
- Our usual social activities with friends may not take place anymore, but we can organize catch-ups over video calls. It's important to reach out and connect!