



# Top 10 Tips Working From Home

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# Top 10 Tips for Working from Home

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It's not always as easy as it looks to work from home and get it right.

Here's some practical ideas that'll help. Make sure you check out all of them, particularly 9 & 10, they're really important.

# # 1

## Set up a dedicated workspace

- Find a space to work that works for you and set up 'the office'
- It's a mental thing – it'll help you 'go to work' and then leave at the end of the day
- Doesn't matter where the space is as long as it suits your situation and is dedicated to your work



# A dedicated space really helps to be productive and focused

It's about staying positive and feeling in control.



'I can work wherever I want at home' doesn't work so well!



## # 2 Set a morning routine

- Set the alarm and get up at the same time each day
- Define a morning routine and stick to it, it sets you up to be productive for the day
- Get dressed and ready to 'go to work' at a set time
- Set your working hours and stick to them. It's a mind thing - you're at work even though your working at home

# Get ready for the day and ‘go to work’

Get dressed – it creates a positive mind set and puts you in work mode



This ‘look’ might feel like freedom but it’s unproductive and negative



# # 3

## Work versus home

- Define your working hours and stick to them.
- Shut down the computer and knock off at a set time - 'go home.'
- Don't be tempted to work longer hours just because you're at home.
- Set expectations with family & friends about what you're doing – you're working during these hours and focussing on them after hours.
- It's about communicating with those at home so they understand you're working and what to expect.



# Work versus home time

Work at the right time and focus on other things after hours



Be present with friends and family after 'work' and everyone is happier





## # 4 Schedule Your Time

- Decide what needs to be done and focus on that.
- Resist the temptation to watch TV, check the socials or laze around because you're at home and have the freedom to work when you want.
- Create a 'to do' list and work through it – the hard stuff and all.
- Make a daily schedule, it will help enormously on achieving results.

# Managing work at home takes effort

Work to a plan = Positive Output



Badly organised time = STRESS



## # 5 Take Breaks

- Set actual times to take a break and schedule them into your day and calendar.
- It sounds logical but seems harder to do when working at home.
- Leave your workspace during breaks - take a walk, get outside and talk to someone or do something you enjoy.



# Taking scheduled breaks pays off

**Taking regular breaks clears the head & sets you up to be productive**



**Working without breaks doesn't mean productivity - it means stress**



## # 6 Limit the News Frenzy

- Try to limit the overwhelming amount of news bombarding us all the time, it causes unnecessary stress and concern.
- Check the latest bulletins at the end of the day rather than through the day with constant updates.
- That also goes for social media. It's hard to remain positive with the constant hype around at the moment so keep it limited during the day.

# News, news and MORE news!

**Keep a positive mindset & keep in touch with positive people**



**Constant bad news is overwhelming to our brain and mindset**





## #7 Eat Properly

- Sounds obvious doesn't it, but eating well when working from home means planning.
- Resist the urge to browse out of the pantry all day – your brain and waistline will thank you.
- Take a proper lunch break and eat at regular times.
- Eating well helps set up a positive outlook for everything you plan on doing.

# Support our industry and eat fresh

**It goes without saying but Fresh really IS Best**



**This isn't what working from home food is meant to be**



## #8 Get Regular Exercise

- Get regular daily exercise - particularly while we're all stuck at home.
- Challenge the kids, significant other or work colleague to workout.
- Join a virtual exercise group, learn to skip (LOL) lift weights (load up bags with canned food and lift those), bike ride, walk the dog....
- There's endless ways to get much needed exercise when working from home



# Staying healthy in body and mind

**How about a workout circuit at home and equipment isn't needed**



**Meaning to exercise doesn't count, you do actually need to do it**



## #9 Buddy Up

Really important

- Communicate with each other every day to make sure everyone is OK.
- Set up a work buddy and check in with them on Teams so you can see their face.
- Share your 'to do' lists with your buddy – you'll be surprised how that makes the list easier to deal with and keeps you motivated.

# Talk to each other regularly

**We're all here to support and help each other – talk to each other**



**It's not hard to keep in touch and technology has come a LONG way!**



# #10 Stay Connected

Really important

- Keep in touch with your team every day.
- We've got lots of options to keep connected so use the technology and pick up the phone, video or whatever we choose.
- Let your team know if you're struggling – don't try to tough it out on your own.
- We're a team – we'll get through this time together if we rely on each other.



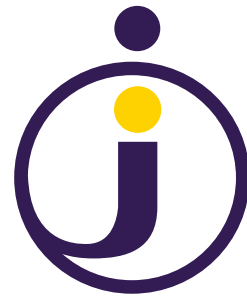
# Stay connected every day

Even if we can't visit clients we can still connect with them



It's so important that we remain connected with each other every day





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