

# How to work from Home

## Create a Morning Routine

This is probably the most important thing you should put in place. This is the start of your day! One of the best things about working from home is...

**NO TRAFFIC.**

But this doesn't mean you can sleep until 5 minutes before your first meeting.

Create a routine for yourself, like you would have if you went to an office. Get up, have breakfast, get dressed (**NO PYJAMAS**) and head to your desk.

## Prepare meals

Don't waste your lunch by making yourself a sandwich or spending your entire break in the kitchen.

Prepare your lunch, either the evening before, or make it a part of your morning routine. This way you can enjoy your full break, and it takes away from the fact that you are in your own home. The same with snacks.

Have your snacks set out. This will stop you from heading to the fridge every once in a while "just to check" if there is something to snack on.

## Communicate expectation

Working from home means you might not be alone always.

Sometimes either your family or flatmate is there and if they keep on popping in, just to ask a quick question, it might get quite frustrating.

Communicate your work hours, your break times, and your expectations to them. For instance - if your door is closed, you are not to be bothered.

This will help you to stay focused and productive.

## Office Space

Create an office space for yourself.

We know this might not look the same for all of us. Some of us might not be able to have a separate room as an office, and this is okay.

As long as you have a space/ area that is dedicated to your work.

And if you have an entire room or just a corner, make it your own space. Get an "office" plant, put up a few pictures, make it personal, like you would your desk.

Make it a space you like to be in.

## Cover your office needs

Some employers really help you to set up your office. So, before you kit out your office, see what your employer is willing to help with.

But the most important thing is INTERNET. Make sure you have enough of it, that it's fast enough and stable. This will ensure that you will stay productive.

Get quotes from a few internet providers.

Another thing that is quite important - get yourself a good office chair.

## Take clear breaks

Set out breaks for yourself. If you use to have office hours, why not just use those break times.

And take your full breaks. Don't skip those 15 minutes and work through it. Drink a cup of coffee, take a stroll in the garden, or just stretch your legs a bit.

Also, don't do home tasks in your lunch. Let yourself rest and have a breather. Do not throw in laundry or do the dishes.

Lunchtime is so you can have a bit of a rest.

## Maintain Regular Hours

**DO NOT OVERWORK YOURSELF!**

That said, do not "under-work" yourself either. Have set work hours, and stick to it.

This will ensure that you don't work until 10 pm. If your work hours are until 5 pm, then pack up after 5 pm. Don't check your emails after dinner or reply to WhatsApp messages from your boss.

Set out healthy work and home boundaries for yourself

## Plan social activities

Have a life outside of work and home! If you work from home and relax at home, it might all just get a bit too much for you.

Make sure you get out. Go to the gym after work, go for a walk with the dog or set up dinner with some friends.

Make sure that you stay social. Working from home and not having much interaction with colleagues, can get quite lonely sometimes.

Don't isolate yourself.

#### REFERENCES:

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