MARSH

Working from Home: Tips for Success

The rapidly evolving COVID-19 pandemic has prompted governments and businesses to take extraordinary steps to help slow the spread of the virus and keep people safe. Many businesses across the region have mandated that their employees work for home, and while this is a necessary precaution for employee safety, it may come with some challenges.

Here are some tips to keep in mind when telecommuting so that you can have a safe, comfortable and productive experience:

1.   Create a comfortable work environment.
Make sure that you have a comfortable work area with proper seating and lighting. Choose a quiet, distraction free area to work in as this will help you stay productive and focused on your tasks, and allows you to take calls and have meetings without interruptions.

2.   Technology and connectivity.
Make sure that you have a good internet connection that is able to handle video calls, high email volumes and any other tasks that are essential to your work. Check that you are able to connect to your company network and access essential files and systems.

3.   Maintain social connections.
Working from home can become lonely and you may feel isolated, which is why it is vital to remain connected to your colleagues, team and manager. Hold regular meetings and team calls and check in with your manager if you feel demotivated or anxious.

4.   Set boundaries.
Working from home can become a pleasant experience with minimal challenges and disruptions to your work flow. It is however very important to set boundaries between your work life and your home life and maintain these boundaries as much as possible.

5.   Take regular breaks.
Follow the routine you normally would at the office. Take a break to make a cup of coffee, stand up and stretch for a minute every hour, take a break for lunch... Sticking to your 'normal' work routine will help you transition much easier to telecommuting.