

Making Homeworking a Success

Working from home can bring many benefits, but it is also a very different way of working and can bring its own challenges. Different approaches will work for different individuals, teams and situations but some food for thought is provided below:

Stay Well

- Set up your workspace properly – think about how best to create a temporary ‘office’ for yourself and do a DSE self-assessment.
- Make your workspace comfortable and safe.
- If you haven’t got all the equipment that you would really like then think creatively - maybe try a standing set up for your computer for a while!
- Schedule proper breaks and ensure that your screen time is not excessive.
- Stay active!
- Be mindful that the traditional 9 to 5 working model may shift and normal cues to stop working (bus, cycling, a walk to get lunch) may not be there. Set boundaries between home and work (switch off).

Stay Connected

- If you line manage staff, create a structure for communicating and stick to it: it’s not just going to happen in the corridor at the moment!
- Support each other: regularly catch up with your colleagues using technology.
- Share your availability or a ‘status message’ on the apps your team use.
- Share stories and updates – see Leslie’s tips below which he has kindly shared from a recent experience of self-isolating.
- Use video.
- Use GIF images in chats.
- Meet for lunch online.

Go all in!

- Embrace the new way of working.
- Find new ways of doing what you would do in the office
- Keep your normal routine: meet online (with or without video enabled).
- Share your screen, record meetings (for others to play back later), deliver presentations, collaborate on files, etc.
- If you discover new features, tips and tricks, share them!