

Home Working

Working From Home Top Tips



#1. Environment

Try and create a space you work from - so you can keep your tools in one place even if you need to put them on a tray/ basket.



#2. Breaks

Make sure you take regular breaks when working away from the screen - if you need to set an alarm so you can get up, stretch, walk around every hour.



#3. To-do List

Set yourself a to-do list with reminders so that you can plan out your workload.



#4. Hydrate

Drink enough fluids every day - it can be easy to get into the 'flow' and not realise time has passed.



#5. Quiet

Do you have sounds of others around you? Try using some noise cancelling headphones - you can always listen to music at the same time.



#6. Routine

Develop workplace rituals e.g. your start and end of the day so you stop working and make time or things for yourself (connect with your friends/family).



#7. Clarify

If you are not sure about what you should be doing, speak to your line manager/tutor/trainer and ask for some specific guidance.