



**Working  
from  
home?**

Working from home doesn't have to be any less productive or efficient than working in an office setting.

Don't spook, follow our step-by-step guide to create and maintain your own support system to smooth you into working remotely.


- Get up.  
Wash up.  
Get dressed  
as if you are  
going to see  
people



1-12

Working from home?

- Make  
sure your  
technology  
works and  
your internet  
connection  
is reliable




2-12

Working from home?

# - Be mindful of your communication

Be clear in what you  
mean, without the  
face to face, text can  
be easily misread



# 3-12

Working from home?



- Wear  
headphones  
on business  
calls

4-12

Working from home?

# - Separate home from work:


Dedicate a space at home to be your working station



# 5-12

Working from home?

- From time  
to time change  
scenery and  
energise your  
thoughts  
by switching  
spaces



6-12

Working from home?



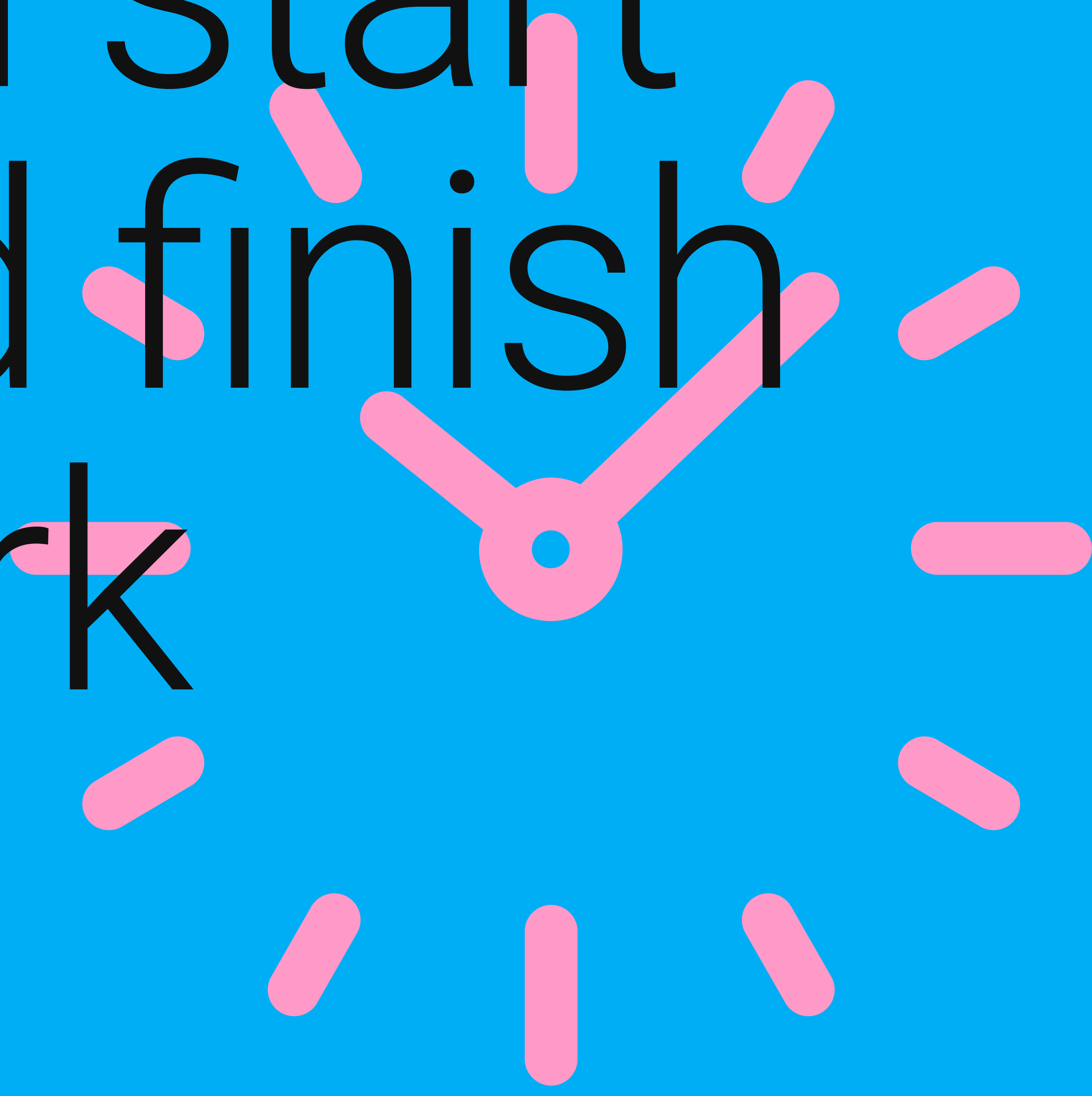
- Take active breaks: stand up, sit down, do squats, and windmill your arms.

Go out for a walk, walk up and down stairs

7-12

Working from home?

- Make  
rules about  
what time  
you start  
and finish  
work



8-12

Working from home?

- Make a to-do list so you stay focused on work stuff



9-12

Working from home?

- Switch off distractions to stay focused:

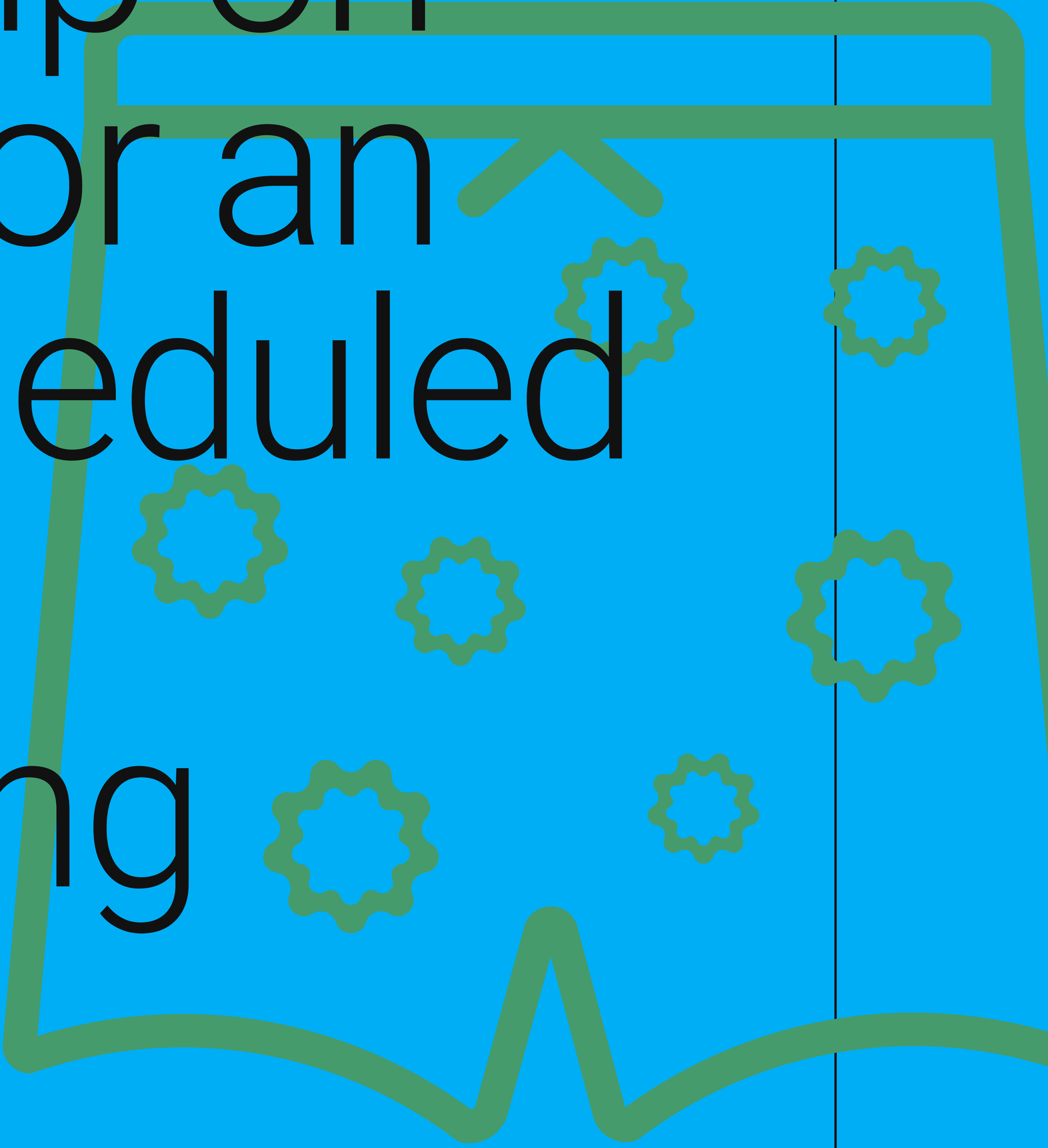


Stay away from partners, children, pets, deliveries and home errands

10-12



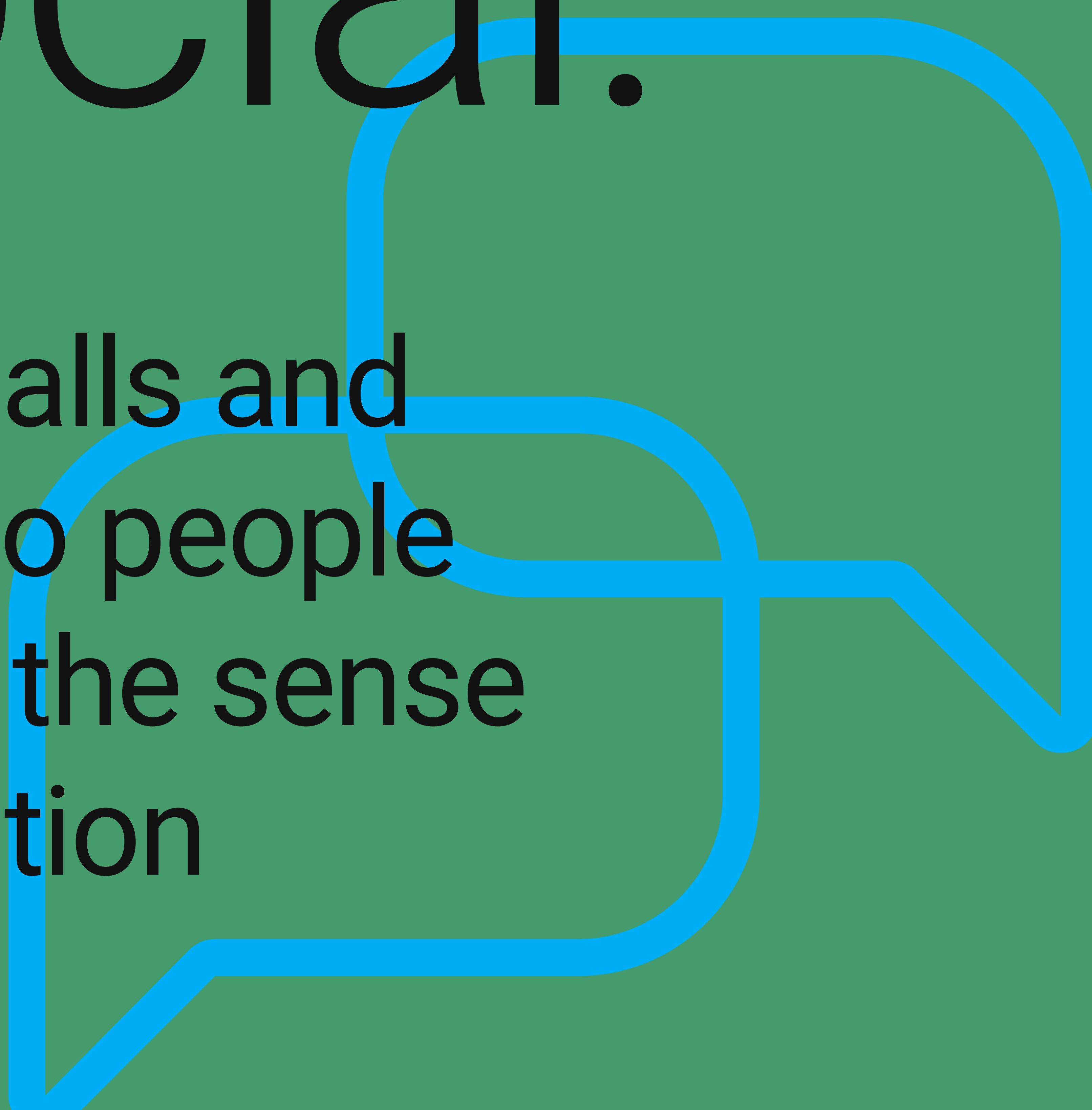
- Always  
be ready  
to jump on  
a call or an  
unscheduled  
virtual  
meeting



11-12

# - Stay social:

Make calls and  
speak to people  
to beat the sense  
of isolation



# 12-12

Working from home?

**What is  
your biggest  
fear about  
working  
from home?**