

Working from Home - Tips to take care of business and take care of yourself

You're working from home. This may be new to you, or you might be experienced at it. Either way, you might find these tips helpful to ensure long-term productivity and self-care.

Stay socially connected

You can be both physically distanced *and* socially connected. Use technology. Check in with your work colleagues. Ping them and ask that question you'd normally ask if you were in the office together. Got a creative thought or a humorous anecdote? Share it!

And when at virtual team meetings, chime in. Ask a question of the team and do a "round robin" to get ideas and answers.

Why not schedule a lunch or social hour with a work friend? You might not be able to smell the aroma of their delicious lunch - but you can see it, describe it, and enjoy one another's company.



Go to work – then go home

Create a productive workspace. Set it up separately from home traffic if you can. Arrange the desk and office equipment efficiently. Add some special feature – like an inspirational poster or a picture of friends or family.

Determine what time you start work and when you end work. Inform your co-workers so they know when they can expect your availability. Let your family or any housemates know and ask that they respect your need to truly "be at work."

Get into work mode. When you get to your work space, fire up your computer, close the door, and make it happen!

Get out of the work mode. When it's time to stop working, stop. Log off the computer, and step away from it. Let anyone you live with know that you're home from work. And if you live alone, say it out loud – "I'm done with work."

Thinking about work "after hours?" Don't be tempted to go into your workspace and fire up again. Jot your idea on a pad of paper you keep near your workspace and let it go. Remember that non-exempt employees may *only* work the hours they are scheduled.

Dress for the job

When you wake up, brush your teeth, comb your hair, and put on some work clothes. You might choose to dress more casually than when you go in the office. Not sure what to wear? Assume you might get a video call any time.

Keep doing good work

You did good work in the office and you'll do good work at home. Be patient with yourself. Adjusting to being productive when working from home might take some time. Work with your manager on how to accomplish your work using virtual methods.

Make lists of what you need to get done. Break larger projects into smaller activities. Set goals for yourself. Keep one-on-one meetings with your managers, project team members, and other colleagues. Help each other stay on track.

Take breaks

Schedule your lunch and take regular breaks. Stretch, meditate, enjoy a healthy snack, enjoy a less healthy treat, walk the dog, or walk yourself. Use the Virgin Pulse app to track some steps. It's important to clear your mind from time to time. Creativity, productivity and emotional well-being are more attainable when you attend to your self-care needs.

Attend to others

You might have kids – or pets – that are so happy you're home! Consider including them in your break times. When you're with them, truly be with them. Give them your care and attention. Then tell them it's time for you to go back to work. If they're bothersome during your work hours, think about how you manage distractions when working in the office. Then do those things.

Reach out

Maybe you're very extroverted and so much alone time might feel daunting. Maybe balancing work and home is more difficult than before. Or working while children are home might be particularly challenging. You're not alone. Reach out to your manager. Reach out to colleagues for ideas on working remotely. Check out the [Employee Assistance Program](#). Stay connected. Remember, it's hard to take care of business or others if you don't take care of yourself.