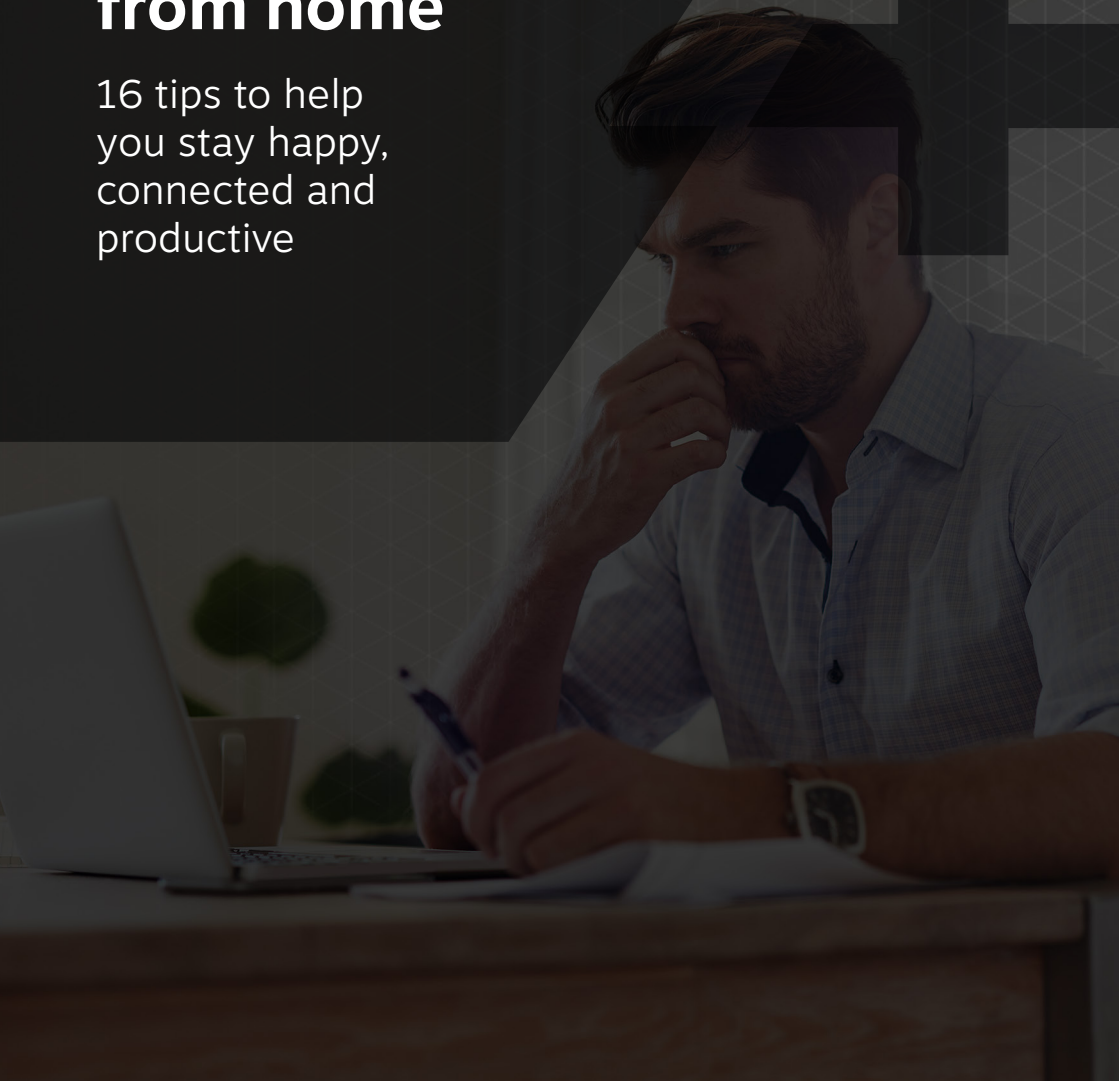


Working from home

16 tips to help
you stay happy,
connected and
productive



For all of us, working from home comes with its challenges, whether that's staying connected with people, working productively or looking after yourself as your routine changes.

Fortunately, there's plenty of advice out there on how to work effectively from home, plus we've got some great technology at Node4 which is designed to keep you connected to your team and the wider business. Here's a round-up of the tips and tools that you can make use of...

Getting set up

1 Create a dedicated 'office' space

Find a space (ideally separate from your bedroom or sofa) where you can focus on your work. Creating a physical boundary between 'work' and 'leisure' also creates a mental boundary, meaning you're more likely to be productive when you're in that dedicated space.

.....



2 Stay aware of security

Security remains important, to protect yourselves and your organisation. All the things you'd do in the office still apply: locking your laptop, watching out for phishing emails and using company-owned and supported devices wherever possible. Read our latest [blog](#) about security when working from home.

.....



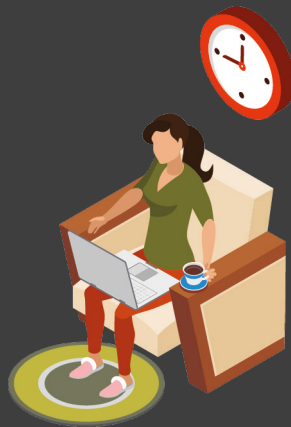
3 Set expectations with your family/ housemates

Let those around you know that when you're in your home 'office', you're working. Tell them when you have calls or meetings, so they're not hoovering outside the door while you're trying to speak to customers and colleagues!

Keeping focussed

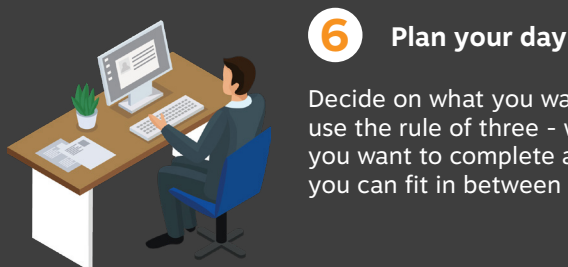
4 Stick to your usual routine

Act like you are going to work, even if your commute is only to the living room. Set your alarm for the morning, get dressed for work and start at the usual time. If you've got some extra time to do things around the house, great! But it's important not to let your routine – and with it your productivity – slip. The same goes for the end of the day – make sure you finish on time and find ways to wind down.



5 Don't feel like you have to look busy

It's easy to fall into the trap of wanting to look busy; opening your inbox first thing, firing off emails and playing email ping-pong for the rest of the day. Before you open your email, think about what you want to achieve and what your manager expects you to achieve, which brings us to the next point...



6 Plan your day

Decide on what you want to do today. One strategy is to use the rule of three - write down three 'big' tasks that you want to complete and note down any smaller ones you can fit in between them.

7 Work with (not against) your energy levels

Our energy levels ebb and flow throughout the day, and you're probably aware of your 'best' times. At these times, focus on your big projects, goals and priorities and leave easier tasks for when you're less focussed.



Staying connected

8 Embrace video calls

Switching on your camera when you join calls will help combat social isolation. It gives you that face-to-face interaction and enables you to engage more with your colleagues and customers. At a time when you can't meet with everyone in person, video calling is the next best thing.



9 Take 'virtual' coffee breaks

Some of your best ideas can come to you when you're taking a break and chatting with colleagues. Make time to chat with colleagues during the day, for example before a meeting starts or through instant messaging.

10 Use our collaboration technology

There are a range of collaboration tools designed to bring teams together - so make use of them! Our teams, for example, use Cisco Webex provided by our dedicated collaboration unit [N4Engage](#). Video conferencing, interactive whiteboards, desktop sharing and even bots keep our staff engaged and working closely wherever they are.



Looking after yourself

11 Maintain healthy habits

When your usual working day changes, so can your other habits. Take extra care to eat healthily, drink plenty of water, take breaks and get some sleep. Looking after your physical health will keep your energy and productivity levels up, and will make you less vulnerable to viruses and infection.



12 Take time to relax

Keep your mood up by making time for the things you enjoy. Perhaps take a break to play with your pets or call a friend. If you're struggling to unwind in the evening and get to sleep, there are things that you can do. Switching off devices well before bedtime, breathing exercises or listening to relaxing music can all help.

13 Get mental health support if you need it

Increased social isolation, coupled with fears around Coronavirus, can play havoc with your mental health. If you're struggling, talk to a trusted colleague, friend or family member, check if your company has initiatives in place to support you and read up on [advice from Mind](#).



Managing your team

14

Set clear objectives

If you're a manager, make sure your team are aware of their priorities, objectives and how they'll be measured in terms of KPIs (on a team and individual level). It means that from the outset, everyone will have clear sense of direction.



.....



15

Trust your team

While you want to set expectations, you shouldn't be micromanaging. Judge when it's best to give your team guidance and when you can trust them to get on with their work. If your team members suspect that you don't trust them, it's going to be damaging to relationships, morale and motivation.

.....

16

Book in regular team meetings

Meetings are more important than ever, as they'll keep your team feeling connected and in touch with the wider business. Keep your usual meetings intact and if your team is used to working closely in the office, set up daily team huddles to replicate that way of working.



If you'd like further information on how your company can operate more effectively from home, please **get in touch**. We can advise on a range of issues, from enabling collaboration between teams, to keeping your data secure and maintaining customer service.



NODE4

Empowering business to do more

Node4 Ltd Registered in England No. 04759927 VAT: 192 2491 01
Registered Address: Millennium Way, Pride Park, Derby DE24 8HZ
T: 0345123 2222 E: info@node4.co.uk
www.node4.co.uk