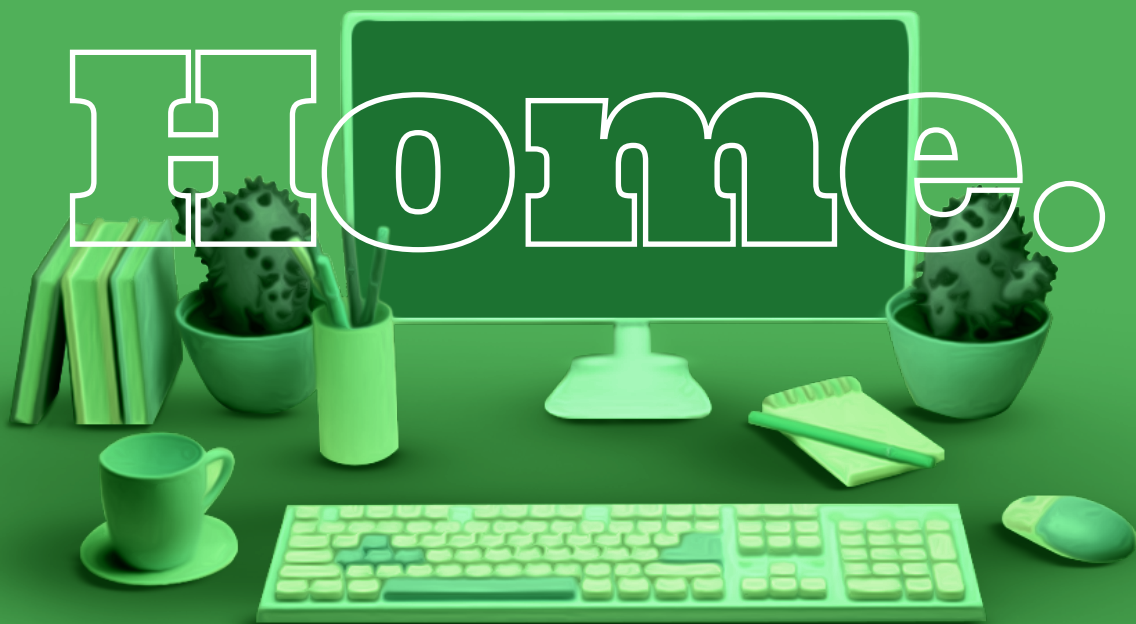


Work From Home.



#DiRumahAjaDulu

A healthy outside starts from the inside.

Robert Urich

Working from home, eating well, staying active, maintaining personal hygiene — those are some of the simple things we can do to fight off the COVID-19 pandemic. Challenge yourself to build a stronger you, starting from the inside, and stay **#DiRumahAjaDulu.**

Productivity for Creativity



Make Working From Home Work For You

1. Get started early
2. Pretend like you are going into the office
3. Structure your day like you would in the office
4. Choose a dedicated work space
5. Commit to doing more
6. Work when you're at your most productive
7. Focus on one distraction!
8. Plan out what you'll be working on ahead of time
9. Use technology to stay connected
10. Match your music to the task at hand
11. Pick a definitive finishing time each day
12. Communicate expectations with anyone who will be home with you
13. Take clear breaks

A Productive Work From Home Session

1. Find a good spot for Video Call
2. Create a daily schedule
3. Exercise and take clear breaks!
4. Food management

Tips For Leaders:

1. Very clear daily targets
2. Do constant check ups through video calls

Best Work From Home Experience



Setting Expectations While Working from Home

1. **Agree upon the working hours**, even when you're working from home. Make sure that you are still working 8 hours a day, to ensure that your tasks are finished on time.
2. **Document and report your working activities**. This will give clarity to your team regarding your responsibilities and give updates on your working progress.
3. **Commit to the Work from Home procedure**, for more details see [here](#).
4. **For leaders**, clearly communicate your expectations in order to boost your team's productivity.

Maintaining Clear Communication during WFH

Use [Google Hangouts](#) to keep in touch, maintain clear communication, and brainstorm on a task together with your co-workers.

1. If you're not currently speaking, kindly **mute your audio** when in a meeting to reduce unnecessary noise.
2. Select a **quiet spot** for you to join a meeting to help you focus!
3. When creating a Google Hangouts invite, make sure that the link is attached to Calendar notes section, so that the hyperlink is **clickable**.
4. If you are accessing the Google Hangouts meeting through a mobile device, make sure to **turn your notifications on** so you'll be reminded and you won't miss a minute of the meeting.
5. After the meeting is over, don't forget to send out the meeting notes to keep everyone in the loop. A simple tool you can use is the [Google Keep](#).

Keep Yourself Organized

Use organizing tools like [Trello](#) to organize tasks, keep tabs on projects, and maintain your personal and team's productivity.

1. **Create personal tasks** in Trello to ensure each member's responsibility and to maintain accountability. By doing so, everyone in the team can be aware of the tasks, the progress status, and who's responsible.
2. Set up **a due date for the tasks** on your plate, and make sure to finish your tasks on time or earlier!
3. Don't let your board become a graveyard for dead cards. **Make a separate board for finished tasks** to keep track of the tasks you've accomplished.
4. **Provide as much details as you can to a task**, that includes the due date, description, additional notes, and so on. Remember, the more detailed the better!

Secure Your Connection with SSL VPN

Use the [**SSL VPN**](#) to get better working assistance with better speed and security.

1. When working away from home, use the SSL VPN to have access to intools, Cloud VPC, internal shared-folder, and other internal applications so you can stay productive!
2. Utilize this VPN for work-related matters, and not for private needs. Furthermore, using VPN for illegal activities is strictly prohibited!
3. For more information regarding the SSL VPN, join the **#help_vpn** channel on Slack or click [**here!**](#)

Creating a Productive Home Office

Working from home gives you freedom to produce the space you need to complete the work you need to do. With that in mind, here are a few tips to create a better, concentration-boosting space for you to utilize!

1. **Working from home or working from bed?** Do not give in to the temptation of working on your bed. As convenient as it sounds, it'll be harder for you to focus on your work, instead save your bed as a sacred place to rest.
2. **Find a quiet place for you to work.** If possible communicate to the people around you about your working hours, and give a signal so you won't be disturbed. This could easily be a closed door, a handwritten "working" sign, or even a desk decoration!
3. **Invest in a desk and a decent chair, as a surface for work.** Avoid working on the couch with your stomach as a laptop surface, sitting on the floor for long hours, or other unergonomic positions since it can create long-term injury and hinder your performance.

Creating a Productive Home Office

4. **Avoid the dark, and find the light!** With proper lighting, you'll avoid getting easily eye-fatigued and it'll help you feel enlightened to finish your work. We recommend getting as much natural light as possible, but when the day is dark, any decent lighting will do!
5. **Keep your working area clean**, since nothing is more uninspiring than a dirty and a messy workplace. Every few hours or so, take the time to declutter your working station and get rid of any unnecessary things!

Awareness for Wellness



How to Keep Motivated during WFH

1. Play your favorite playlist to keep you motivated! You may check WFH playlist [here](#)
2. Create a proper workspace in your home
3. Don't work where you sleep
4. Set and stick to the schedule
5. Get showered and dressed as if you're going to the office
6. Stay connected with your colleagues
7. Maintain a healthy work-life balance by logging your time and setting limits
8. Work from different locations in your home, throughout your week
9. Incorporate exercise and healthy food to your day

Stretching Tips

Create a home office activity plan that fits into your work schedule. The plan should include:

1. **Take breaks:** Get up and move around at least every 1-2 hours throughout the day.
2. **Walking:** Take a 5 to 15-minute walk to increase blood flow and to warm up.
3. **Stretching:** Choose a few exercises to stretch the arms, legs, and torso.
4. **strengthening exercises:** Choose a few exercises that work multiple joints and muscle groups.
5. Click [here](#) for **Exercise Options**.

How to Stay Healthy while You Work from Home

1. Consider getting a standing desk where you could easily work
2. Be on the move even while working from home
3. Stock your kitchen with healthy meals or snacks that provide you with the necessary energy boost such as dark chocolate and tea.
4. Don't forget your hygiene while you remain occupied at your desk.
5. Put self-care first
6. Adopt a meditation practice
7. Get your Vitamin D and Vitamin C
8. Make sure to surround yourself with positive people and a supportive network

How to stay Connected during WFH

1. Fewer emails, more [Google Hangouts](#)
2. Match your work schedules with colleagues
3. Stay connected with at least one coworker via [Google Hangouts](#) and [Slack](#)
4. Share your end-of-the-day update to your Supervisor and submit on [Workday](#)
5. Set calendar reminders
6. Be available and respond quickly
7. Plan out what you'll be working on ahead of time

Foods that Boost your Immunity

You wash your hands 10 times a day, you spray hand sanitizer every 10 minutes, you maintain personal social distance, but does it boost your immunity? Enhance your immune system instead with wholesome food to stay healthy, energized, and feel good. Here's a few of our favorites!

1. **Chicken**, we all know and love to eat it! Chicken contains high levels of zinc that helps develop the function of immune cells. To get the best out of chicken, choose skinless, lean meats with fats removed, and less oil to cook it.
2. **Spinach**, a reason why Popeye loves it is probably the fact that it's packed with antioxidants which increases the infection-fighting ability of our immune system.
3. **Papaya**, contains 157% of the daily recommended amount of vitamin C! Papaya also has anti-inflammatory effects, folate, vitamin B, vitamin A, that supports proper functioning of a healthy immune system.

Foods that Boost your Immunity

4. **Dark Chocolate**, containing high levels of antioxidant, it may help to boost the immune system by protecting the body's cells from free radicals. Eat it in moderation to get the best benefit out of it.
5. **Mushroom**, by eating a serving of these little guys, you can easily top up your glutathione levels and antioxidant levels. Mushroom contains ergothioneine, which is an immune system-stimulating antioxidant, get creative and start eating your mushrooms!
6. **Yoghurt**, the probiotics contained in this creamy treat helps improve the body's immune response. If you're feeling unwell, eating yoghurt can also fuel your body and help you recover!
7. **Broccoli**, packed with vitamin A, C, and E. as well as many other antioxidants and fiber, broccoli is one of the healthiest vegetables you can put on your table. The way you cook it is the key to the integrity of its power. cook it as little as possible — or better yet, not at all.

Who to Contact?

1. Inquiries regarding working tools, intools, VPN, etc please contact slack channel **#help_VPN**
2. Inquiries regarding Coronavirus, please contact slack channel **#help_COVID19**
3. Inquiries regarding Office access, general cleaning, etc, please contact slack channel **#help_om_toto** or **#help_om_tokocare**
4. Inquiries regarding Work From Home and People related, please contact Slack channel **#help_people** or Slack directly to **people.experience**.

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