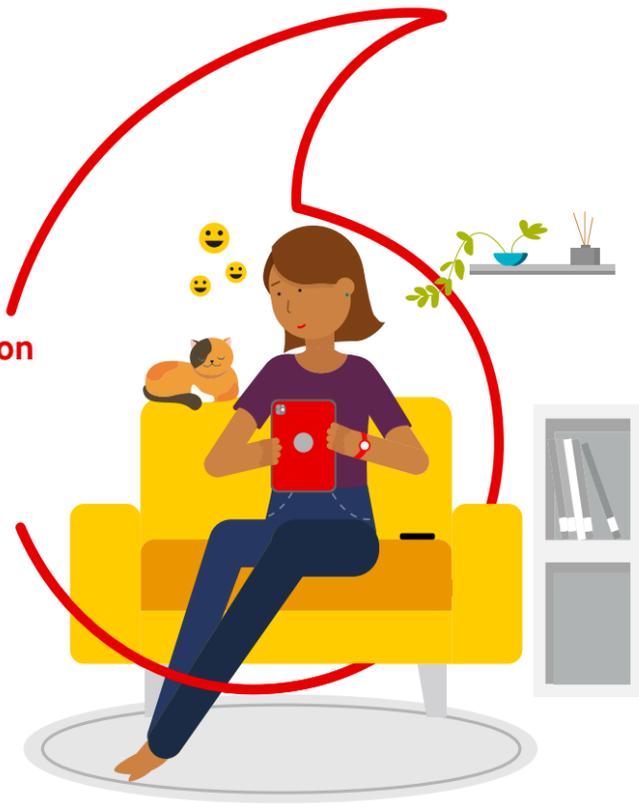


Managing business disruption

# How to stay productive when working from home



As working from home becomes the new normal, adapting to your new workspace and routine can be tricky. Sure it comes with benefits such as avoiding traffic, a more relaxed dress code and you're only metres away from chocolate biscuits that you don't have to share. But it also comes with some challenges, like figuring out when to work, where to work, and how to create boundaries between work life and personal life.

## Here are some tips for being productive (and not losing your mind) while working from home

### Set up a dedicated workspace

The first thing to do is to find yourself a dedicated and comfortable spot to work from. Sadly, that means getting out of bed, but feel free to hit the snooze button a couple of times before getting up. Ideally, you'll have one place that's your workspace, free from the distractions of family or housemates. Try to keep the same hours as you would in the office.



### Communicate and collaborate

Now everyone is working from home it's important that you can all stay connected. One way of doing this is to organise a daily virtual meeting. Use a video conferencing app like Google Hangouts or Microsoft Teams so you can all see each other and interact like you would in the office. These apps also have instant messaging and scheduling tools that encourage collaboration. They can also be used for fun social activities (more on that later).

### The right tools

Make sure you and your team have the right tools to help stay connected and productive. This includes laptops, mobile devices and data plans, and collaboration apps like Microsoft Teams or Google Hangouts.



### Maintain social interaction

Working from home can be lonely, yes your pets can listen to your great ideas, but they can't tell you what a genius you are. Help your team make the transition to remote working by encouraging virtual social interactions. You could organise a quiz or virtual work drinks on a Friday afternoon using the same video technology you use for your daily meetings.

### Take a break

Finally, don't forget to take regular breaks like you would in the office, schedule in a lunch break every day. Get out of your house and go for a walk, exercise is great for both physical and mental wellbeing.



The future is exciting.  
**Ready?**

