

WORKING FROM HOME – Tips and Tricks

As the COVID-19 situation continues to spread across the world, employers are providing employees the opportunity to work from home so they can continue to contribute meaningfully to the workplace, clients, the community and to ensure financial security for the organisation and its employees. Working from home has its positives including additional time saved from commuting, although it is also important to maintain routine, structure, and communication to maintain productivity and wellbeing.



(OVER)COMMUNICATE

Schedule regular check-ins and be more transparent than you may typically be on workload and progress



BE SOCIAL

Avoid feelings of isolation – connect with your team on non-work-related topics as you would in the office



ROUTINE

Establish a routine to help you stay focused and on-task throughout the day. Remain flexible as business requirements may change.



CLARIFY YOUR HOURS

Use Outlook auto-replies or instant messenger updates to share your availability and standard work hours



GET FACE-TO FACE

Communicate via video to have more connected and focused meetings that emulate being in person



DRESS FOR SUCCESS

Stick to your routine of dressing for work to set the right mindset (and look presentable on video!)



CURATE YOUR WORKPLACE

Ensure your desk setup, hardware, and surrounding environment make you feel comfortable and productive



BE POSITIVE AND MAKE WELLNESS A PRIORITY

Changes in your routine and caretaking burdens can cause stress – remember to take care of yourself! Maximise the extra time saved (i.e. commuting time) in a positive and productive way.



STAY ACTIVE

Stretch your legs every half hour and try to incorporate exercise or some form of movement into your day

For further Information:

Please visit www.recovre.com.au or email east.admin@recovre.com.au

Your employer has engaged The Recovre Group to support its employees. The EAP service is paid by your employer, voluntary and free to you.

While there are positive aspects, working from home is not without its challenges. Maintain communication with your manager if you are having difficulties working productively and successfully. Communication with colleagues is key throughout this period. If you need further support, Recovre can help you through this time so don't hesitate to contact us for a confidential discussion.



CONTACT US TODAY
1300 550 276