Staying Productive While Working From Home

A Remote Worker's Guide to Staying Engaged and Effective While Remote Working

Working from home has become a way of life for many as countless organisations have permanently adopted hybrid work models. Although working from home has many benefits, such as improved work-life balance, no commute time and enhanced flexibility, it can sometimes be isolating. Additionally, it's easy to become distracted by the comforts of home.

Keep yourself motivated and on track with the following tips:

- **Establish a routine.** Creating a structured schedule can help you stay focused and on track with work tasks and develop a sense of normality while working from your home. A routine can also help with overall productivity rates by reducing the time spent making decisions throughout the day.

- **Minimise distractions.** Every home has unique distractions such as mobile phone notifications, social media, television and household chores. Try creating a quiet and clutter-free workspace with your mobile phone out of reach to help practise peak productivity during working hours.

- **Create a designated workspace.** If possible, your workspace should be separate from your living area to help create a boundary between work and leisure. Additionally, a separate workspace can help increase overall concentration and motivation.

- **Schedule breaks.** Taking frequent 10- to 15-minute breaks can help manage feelings of stress. If possible, take breaks outdoors in the fresh air. Spending time outdoors has been known to positively impact mental health.

- **Stay connected.** Working from home can cause feelings of isolation. As such, it's important to prioritise connection during your working hours through phone and video calls with colleagues. Taking the time to hear and see others virtually can be more impactful than an email for boosting mental well-being.

For further work-from-home productivity resources, speak to your supervisor.