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PRACTICAL TIPS for working at home

Videoconference
like a pro

Maintain
healthy
boundaries

Reinvent your
workday

Keep your
spirits up!

Organize
your space

Identify
ways to
communicate

Don't dress
too "down"

Remember to
eat properly

Incorporate
your kids into
your routine

Use cc
strategically

Clear your mind
to recharge

Remember
ergonomics!



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PRACTICAL TIPS for working at home

1

Reinvent
your
workday



Stick to a work schedule, including breaks. It's easy to get caught up in household chores or personal emails that require action. If necessary, use a timer or set an alarm or reminder when you have tasks to do.

2

Organize
your space



Get set up in a comfortable place where you can concentrate. Have a dedicated work space so that your entire home doesn't become your office. Ideally, pick a room with a door or a curtain—that will help you feel like you're "leaving" work at the end of the day!

3

Don't dress
too "down"



Even if you don't have to dress up, try not to stay in your pajamas or bathrobe all day. Wearing office attire, even casual Friday clothes, will put you in a professional state of mind, especially if you expect to have videoconferences during the day.

4

Incorporate
your kids into
your routine



Are your kids at home? Your schedule will definitely not be the same as at the office. Tell your coworkers, and plan shorter, more frequent breaks instead of longer ones. If you can, prioritize tasks that require less concentration. Plan blocks of activities for your kids that give them something to achieve (like reading a book chapter) or make (like doing a craft). But no matter what, your kids would rather you didn't work when they're around!

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Remember
ergonomics!



Make sure you're comfortable at your work table, since you may spend more time sitting there than you do in your workplace. For videoconferences, use a headset with a microphone to reduce ambient noise. Make a habit of getting up and moving around at least once an hour! Position your computer screen and chair properly to prevent fatigue or aches and pains.

6

Clear your
mind to
recharge



Plan breaks. Since you're saving the time that you usually spend commuting, why not reinvest it in physical activity or a daily walk? Fresh air usually gives your brain a boost. Maintain some of your commuting habits, such as listening to music or the radio or reading a book, but without the usual stress that comes with driving or taking public transit.

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PRACTICAL TIPS for working at home (continued)

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Use cc strategically



Putting everyone in cc (carbon copy) in your emails can certainly show that you're hard at work, but it's also likely to clog up your coworkers' inboxes. Make sure an email really needs attention from your coworkers before you cc the whole team.

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Remember to eat properly



It's easy to get absorbed in your work and lose track of time—and sometimes even forget to stop and eat. Set an alarm to remind yourself to start making your meal. There's no need to have a four-course lunch. But just like you take care to make a healthy and comforting lunch for the office, eating healthy will contribute to your overall well-being. Stopping to refuel is essential, but it doesn't have to be as fast as a pit stop in a Formula 1 race!

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Identify ways to communicate



Work with your team to identify one or two communication tools, and limit the number of platforms you use. For communicating with external members of your organization, make sure to have a tool that does not require registration. Don't forget that the phone is still an effective communication tool and does not require any special set-up!

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Keep your spirits up!



You may feel isolated when you're at home alone. At different times during the week, plan videoconferences with your work team to stay motivated and keep the team cohesive. Online chatting is also a good way to stay connected on a daily basis and ask questions at any time, just like you would with your neighbour at work.

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Videoconference like a pro



Make sure you've properly set up the service you're using, including your microphone and headphones. Being on time means connecting 5 minutes or so before the scheduled time. During the meeting, remember to mute your microphone if you don't need to talk, so that your coworkers can't hear what's going on in your home. If you use the chat function, use it sparingly and only when necessary. Non-verbal communication helps and doesn't require you to activate your microphone: thumbs-up is YES, and thumbs-down is NO.

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Maintain healthy boundaries



Between personal life and work life, working at home very often means that there are no signals to indicate the start and end of the day and mark the boundary between work and home. Turn off your computer at the end of the day, and set a schedule and stick to it.