



Making a success of
working from home

VennGroup
recruitment

Working Smart

It's a real plus that we can perform our roles and deliver business value from home in the current climate, however we appreciate it's not without a few challenges and we know you may need support as we get into this new routine. It helps to get into good habits early.

Here are some practical tips for starting to 'work smart'.

1. Make yourself comfortable

Create a productive working space. Make your comfort a priority: think about having a good amount of light and a supported posture – you can't go wrong with a spare cushion too.

2. Plan as if you were going to the office

Give yourself plenty of time in the morning to follow your regular 'pre-work' ritual.

3. Log on and off

Simply do this at normal work times – really, resist the urge to log on when you wake up or at the weekend. When talking to your team, set up agreed start and finish times, and stick to them. This stops any blurring of lines between work and personal time, which can all too easily happen when you have no commute as a buffer between them.

4. Mentally 'go to the office'

Create a space away from your normal relaxation areas if you can and it's best practice not to use your laptop in bed. This helps remove distractions and more importantly, separates work from your relaxation time and space.

5. Mix it up

When in an office, you don't stay at your desk all day – so why do it when you're at home? Try to mix it up by varying where you're working (in another room, or outdoors), by standing up and by walking around when you make calls to people.

Staying at home and working from home is our new reality. This guide is designed to help you by bringing together some of the best advice and practical tips to help you make a success of it.

Work Well

Remote working has some great benefits, but it can have drawbacks too. So it is most important to take time each day to look after yourself. Here are a few things you can do to support your own wellbeing when you're working remotely:

1. Get connected

It can start to feel lonely working remotely, particularly if you live on your own. Your team is there to help you stay connected; there are lots of ways:

Try varying the mix of communications - Video is the most engaging and interactive. Speak to people instead of always going straight to email. Conversation is so much more human than typing in a screen!

Introducing daily checkpoints with your team is great way to keep in touch, even if it's just having a cup of tea together.

2. Take regular breaks

We all need breaks – they help our minds and bodies to refresh. Be sure to schedule multiple breaks throughout the day. Stop for lunch, yoga, meditate, go for a walk. It's easy to 'forget' to take breaks, so set alarms on your phone at regular intervals to remind you to pause and refresh.

3. Eat well and hydrate

Make sure you eat properly and avoid the temptation to snack through the day. Get a healthy and satisfying breakfast and keep a glass of water at your side. When eating your lunch or having a coffee, stop working and move to another area.

4. Log off

Working remotely brings the office right into your home, so at the end of the working day, disconnect and log off. Down time is really important whilst we stay home. So ensure you physically shut down your work space and then mentally shut the office.

5. Reclaim commute time

Home working means no commute – that's an extra clear hour or more a day. Don't like some people, feel guilty about not working during your normal commute times. Take that extra 30 minutes in bed, get a head start on the dinner, exercise or have some extra family time. It's time you would normally spend travelling, so reclaim it!

Mental Health Support

Please remember the mental health support available from Venn Group's employee assistance programme accessed via:

Free helpline - 0800 030 5182

Online Portal - healthassuredeap.com

Username: venn

Password: EAP

