



Chris Dunn Consulting

15 Tips for Working from Home



Introduction

This guide is written in response to the coronavirus lockdown which has forced everyone who can work from home to do so.

For many, this is the first experience of working from home. For others, working from home is something that you do occasionally.

For all of us, this is the first time that we **must** work from home for a prolonged period.

Not only that, we must balance our home working with the needs of other members of household who are also locked down.

With no schools open, many of us have to work, whilst home schooling our children. As coronavirus impacts senior citizens disproportionately, some of us have brought our elderly relatives to live with us temporarily so that we can care for them and keep them safe.

Whatever our personal circumstances, one thing is sure.

Working from home is more difficult at this time of crisis than working from the office in normal times.

Whilst our priority lies with the safety and wellbeing of the immediate members of our household, we must still find a way of getting our work done so that the businesses that we work for continue to operate during the period of current restrictions.

As a result, we've put together 15 tips which we hope will help you to work effectively from home, whilst maintaining a healthy work life balance. **Stay home. Stay safe. Stay productive**

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1. Agree with other members of your household how you will fit in your work with their needs
2. Make a work schedule, share it and stick to it. When you are working you are working, when you are not working, you are not!
3. Create a dedicated workspace for the time that you are working. If at all possible, one that you can close the door on. Of course, your workspace may need to be used for other things outside of your normal office hours
4. Get up at the same time as you would do on a normal working day and physically go to your dedicated workspace – i.e. your office
5. Behave in your home office as you would in your normal office. The commute may be 1 minute and not 1 hour but that does not mean that you should allow yourself to work in your pyjamas with your work papers buried under your personal effects
6. Stay connected with colleagues and clients. This means real-time, two-way communication. Pick up the phone or Skype or FaceTime as a proxy for those “water cooler moments”
7. Schedule regular video meetings with your team using video conferencing facilities through Teams, Zoom, Skype etc. Make sure your people actually switch on their video so that you can all see and be seen. This really helps communication, connectedness and collaboration
8. Take frequent breaks and energisers. For example, getting up and away from your seated position and your screen every now and again. Stretch, going to the window to take in the view or grab a cup of coffee
9. Avoid distractions. It is easy to get waylaid in the kitchen by your children or interrupted by your excitable dog. Return to your workplace, close the door and resume work
10. Take time for lunch and eat well. You may have eaten at your desk at the office but now you have the luxury of spending some quality time with your family in the middle of the day
11. Finish at your scheduled end time. At home it can be tempting to work on beyond normal finishing time but you risk becoming unproductive and neglecting your family
12. At the end of the day close down your computer and switch off your work phone. If your workspace doubles up as the dining room or bedroom, then pack away your working papers so that you maintain a separation between work and home



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13. With your working day done at home, go outside and get some fresh air. It will refresh you mentally and physically
14. Make time for regular exercise. This could be a brisk walk, a run, a bike ride or even some gardening. Staying physically fit helps you maintain energy levels and mental alertness
15. Mental health is of course every bit as important as physical health. Perhaps, even more so at this time. If you live alone, you risk isolation so keep virtually connected to friends, family and colleagues. Also, look out for others who may be feeling anxious or depressed and offer your support where possible



About the Author

Chris Dunn is passionate about the power of digital transformation and customer experience to create brand value, customer loyalty and competitive advantage.

His career stretches back 35 years during which time he has developed fast growing, profitable businesses serving B2B and B2C markets in the UK and internationally.

His company Chris Dunn Consulting Services Limited provides business coaching and management consultancy to companies to help them drive change management and business development.

Chris is a long-standing mentor on the Cambridge Venture Project run by the Cambridge Judge Business School.

He writes a regular blog to pass on business advice as well as posting handy hints and tips through regular posts on LinkedIn and Facebook.

