

# WORK TOGETHER ANYWHERE

## Top 10 tips for working from home

We have collected a few items for you to read up on and try to make working from home the best experience... working together.

### 1. Start your working day right

Get up, get dressed and try to have some breakfast.



### 2. Focus

Focus on the output that your direct manager requires from you. Make sure you have a clear understanding of expectations - what is needed from you and when. Make a habit of prioritizing your tasks each morning - and prioritize the most critical tasks to do first.



### 3. Set clear working hours + stick to them

Working from home may mean you can be more flexible, but that doesn't mean you should be online 24/7.



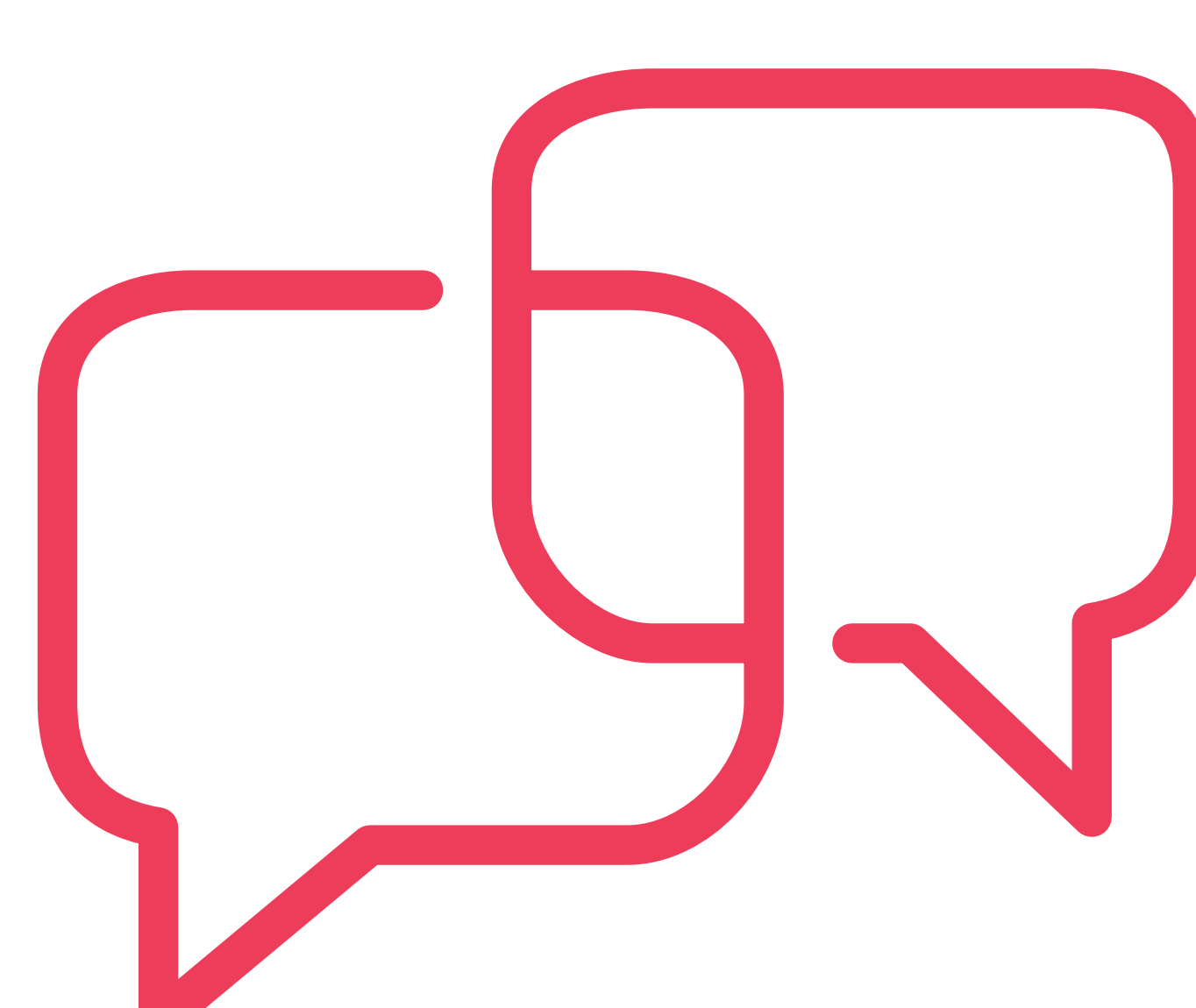
### 4. Turn on video during calls

Face-to-face interactions are important and really helps to build interpersonal relationships. Plus, you might be able to spot a colleague's pet on screen, and that's always a meeting highlight.



### 5. Make time for social chats

Taking a little time out of your day to chat with your teammates can really improve working relationships, and it's a good move for your own well-being, too.



### 6. Go outdoors for fresh air

Go for a walk or do some gardening... Whatever makes you feel good! Fresh air and a change of scenery can reset your mind - and will give you a valuable boost for the afternoon ahead.



### 7. Have a dedicated work space

If possible, try to create a dedicated space that's just for working. Whether that space is the kitchen table or a home office, it should feel like your "work space" to help you focus and get into work mode. Whatever works for you!



### 8. Take breaks from screen time

Think about scheduling some screen-time-free breaks into your day. Go for a walk, step out to get a coffee or water, or even read a few pages of a book to take some time away from your phone and laptop.



### 9. Turn off notifications outside of working hours, avoid distractions

Leave notifications for during your breaks or you can easily burn through your whole day.



### 10. To your health

Things go better when you are full of energy. So, don't forget to drink plenty and eat healthy. Ensure that you drink water and eat healthily and at regular times as you would if you were based in an office.

