EXPERT TIPS FOR

working from home Imperial during the coronavirus pandemic beyond possibility

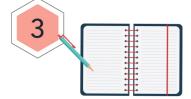
With much of the globe self-isolating, many of us must suddenly manage the complexities of working from home while sharing a crowded space. For people with children, these spaces must also function as daycare and impromptu home-schools - with everyone trying to remain productive amid the chaos of competing demands.

Working remotely can be tough, so here are some tips to help you stay focused, productive and happy while working from home:



Get dressed

It might seem like a simple tip, but it's a crucial one. You don't need to dress as formally as you might for work, but the simple act of changing clothes serves as a signal that it's time to wake up and get things done.



Keep clearly defined working hours

Just as you designate and separate your physical workspace, you should be clear about when you're working and when you're not. You'll get your best work done and be most ready to transition back to the office if you stick with your regular hours. If you live with other people, this separation is even more critical. Communicate with the people you live with to establish boundaries so you can cut down on distractions during the

workday - and then disconnect and give the people you care about your full attention. This can be tough - especially



if you have children. Just be kind to yourself and patient with others. We're all in this together.



Communicate, communicate, communicate

If you don't usually work from home,



Designate a workspace or home office

One of the biggest challenges when it comes to working remotely is keeping your work and home lives separate. Your workspace doesn't have to be its own room but it should feel as separate from the rest of your home as possible. Try to make your workspace comfortable with a chair you can sit in for eight hours a day and find an area with good natural lighting.

4





Don't get too sucked in by the news - or anything else

Distraction is one of the big challenges facing people who work from home especially people who aren't used to it. It's human to get distracted. But you need to be wary of how much you let yourself get distracted.

Right now, one of the biggest distractions is the news. And if you're working remotely because of the new coronavirus, checking in on COVID-19 updates is going to top of mind. It's good to stay informed, of course, but it's also easy to scroll yourself into an

anxious mess.

The news will still be there after 5pm.



When the whole office suddenly starts working from home, you're cutting off a lot of the casual social interactions that help you feel less lonely and break up the monotony of work. Combat this by talking with your co-workers throughout the day. Many of us are feeling anxious and uncertain right now, and suddenly being isolated at home can amplify these feelings. Don't hesitate to reach out to a co-worker just to ask how they're doing.

chances are there will be some bumps in the road if you have to suddenly go fully remote. The key to steering through these bumps is



communication - especially with your manager and direct reports. And you don't have to stick with only text-based communication. Do not default to email

if you would have spoken to a co-worker face-to-face while at the office. You might find it's best to check in with your boss and co-workers over the phone or through video chat. This will cut down on miscommunication and break up some of the social isolation that can come from working from home.



6

You may not be able to meet up with friends or family but you stay in touch. When the world seems to be freaking out, it's more important than ever that we reach out, connect, and take care of one another.