WE ASKED YOU...
What has helped you make the transition to working from home?

FAMILY

"I make sure that others in my household understand that I'm working even though I'm at home - this keeps me focused on my work and prevents me from getting distracted and losing productivity."

"Make your space work for you - near a window with natural sunlight and bringing my plants around are an easy way to brighten my day."

"I also ensure I bring a jug of water and glass to my workstation so I remember to stay hydrated during the day."

"It is OK to let your professional contacts know you have a family (or to introduce them) - we do not need to keep work and 'life' so strictly separate..."

WORKSPACE

"On our next call we are going to bring an accessory to the meeting to try and make it a little fun. It might be a hat, piece of jewelry, pin, hair piece etc."

"I printed off pictures of my teammates and posted them on the wall in front of my desk so I don't feel alone at the office. ;-)"

ROUTINE

"Set up individual Chats in Microsoft Teams for different topics to keep things feeling conversational and avoid lots of back-and-forth email."

"Get dressed and ready for work each day...at the end of your workday, change into clothing that you would typically change into when you return home from the office."

"Schedule a Zoom time for team lunches if this is something you enjoyed doing together previously."

"Be sure to stretch often and incorporate daily physical activity into your routine."

TECHNOLOGY