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

FAMILY
"Writing out a schedule for my kids and posting it centrally so they can refer to that rather than asking while I'm working has helped."

"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."

"Scheduling two short walks for the whole family. The first is right after lunch and again at the end of the day. My husband and I may still need to be on calls during our walk and that's okay."

"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
"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 work station so I remember to stay hydrated during the day."

"My colleague added a personal background to his Zoom projection from his travel photography collection. It was humorous and gave us a topic to chat about after we had completed our agenda items."

HAVING FUN!
"Our team is exploring some virtual team-building activities e.g., virtual egg hunt around Easter."

"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. ;-)

TECHNOLOGY
"Increase the size of the text and the brightness level in display settings to help reduce eye strain when working on a laptop."

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

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

"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."

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

ROUTINE
"The beautiful weather! It's easy to get outside for some fresh air and exercise when the sun is shining."

"Playing classical music at my desk during designated work/quiet times helps to signal to family that I am "at the office" and creates a more obvious work-zone."