# Work From Home

Best Practices

After more than two years into the pandemic, many workers are opting to work from home full time or under flexible, hybrid home/office arrangements.

To work effectively from home, you'll need to make sure you have the technology you require, a dedicated workspace, internet service that meets your needs, a workable schedule you can stick to, and ways to connect with others.

We've put together a list of the best practices to ensure that you can bring your best self to work every day, even if that workplace is your home.

Know the ground rules

Do not assume you know what is expected from you when working from home. Usually, all standard company rules apply but still ensure you are familiar with your company's Work-from-Home Policy.

Make sure you have the correct tools and technology

Do not assume you know what is expected from you when working from home. Usually, all standard company rules apply but still ensure you are familiar with your company's Work-from-Home Policy.

Set up a functional workspace

Not everyone has a designated home office, but having a private, quiet space for your work is very important. In addition, separating your workspace from your home space makes it easier for your brain to identify when to start and stop working.

Get the internet speed your need

Ensure that your internet speed and bandwidth are adequate for work and personal use. Working from home can be frustrating with real-time issues and outages. Websites like downdetector.co.za can confirm when your favourite services are down or experiencing issues.

Minimise distractions

An infamous hadeda or lawnmower outside your window may disappear with noise-cancelling headphones. Arranging your schedule around your household schedule also helps to ensure you get the dedicated time you need for your work commitments with minimal distractions.

Schedule downtime and get outside

Make sure you plan a work schedule that keeps your brain focused on one task at a time. This will also make it easier to log off from work as you would if you were at the office. Schedule breaks into your plan, and get outside for at least 15 minutes daily. Remember, resting means keeping your mind off work. So it's good to have activities like reading or walking to keep your mind off work for a little while.

Be an active participant in video call meetings

Showing up for meetings is essential, but it's even better when you make your presence felt. In other words, just being in the video call is not enough. It would be best if you were seen and heard too.

Use the following tips to be more participative in meetings:

- Turn your camera on and encourage others to do the same.
- Contribute ideas and comments during the call.
- Get to know colleagues with informal chats right before and after the call.

These small practices go a long way in showing your colleagues that you are engaged in the meeting.

Look for learning opportunities

With the recent move to remote working, in-house training may no longer be enough. You will probably need more than traditionally passed on knowledge to survive in the remote work environment. This could include using new software and learning new skills. It's an opportunity to up-skill yourself for the future.
There are plenty of free tutorials and how-to videos for essential skills such as using business software or spreadsheet training available online.

Stay connect to colleagues

One-on-one meetings are an excellent way to connect with your manager and receive feedback. Arrange online coffee catchups with colleagues or meet up to work from a coffee shop for the day.

While working from home offers many benefits, you will also face challenges. Remote work's main idea is to find a way to make working from home just as productive as office work, if not more. Achieving this goal requires balancing your personal life with the professional.
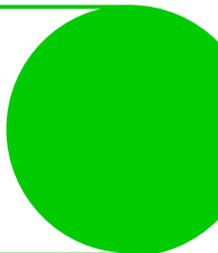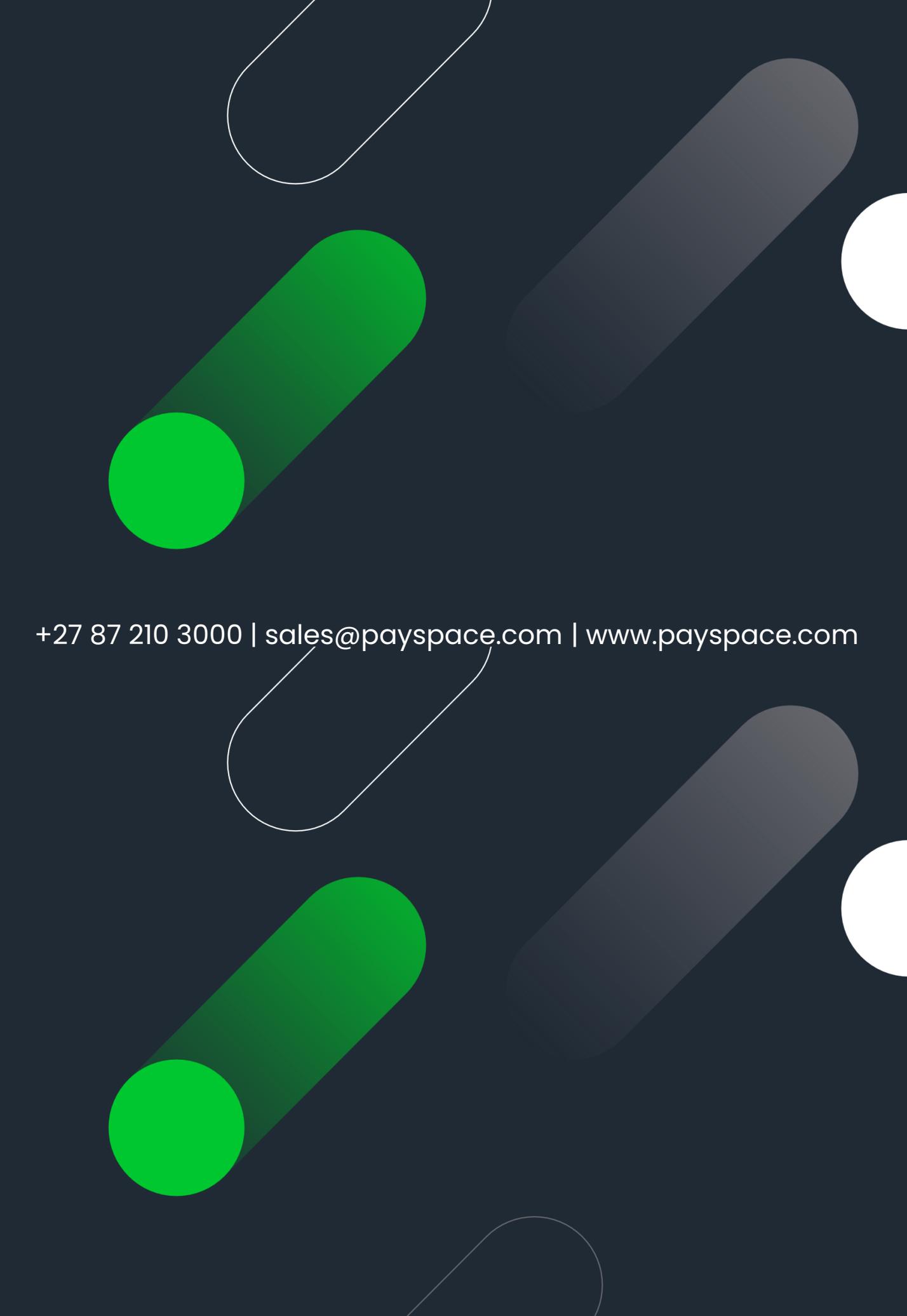
+27 87 210 3000 | sales@payspace.com | www.payspace.com