

THE QUATTRO GUIDE TO WORKING FROM HOME





CREATE A WORKSPACE

Designate an area in your home that is specifically for working. It can be very tempting to curl up on the sofa with your laptop, and pop the tv on in the background, but that won't help your productivity or focus. Instead, make a workstation at your kitchen table, or in a spare bedroom if you have the space, and get some background music on that compliments your work.

It's also important to make sure that you're comfortable. Consider investing in some good quality office furniture, such as a desk and chair, to make sure that you are able to happily sit at your designated workspace for your full workday without any discomfort.

GET TECHY

You might be one of the lucky few and work for a company that is willing to provide you with the tech you need to set up your home workstation. But, if not, then it's important to invest a bit of money into purchasing the technology that you need to do your job every day.

We're not saying spend all of your savings on a top-of-the-range setup, but set aside a bit of money for a new laptop and monitor, or desktop computer, and all of the bits that go with it, such as a keyboard, mouse and webcam (if it doesn't already have one built in). If you're working in a busy home as well, it might be worth investing in some noise cancelling headphones for when you really need to focus.



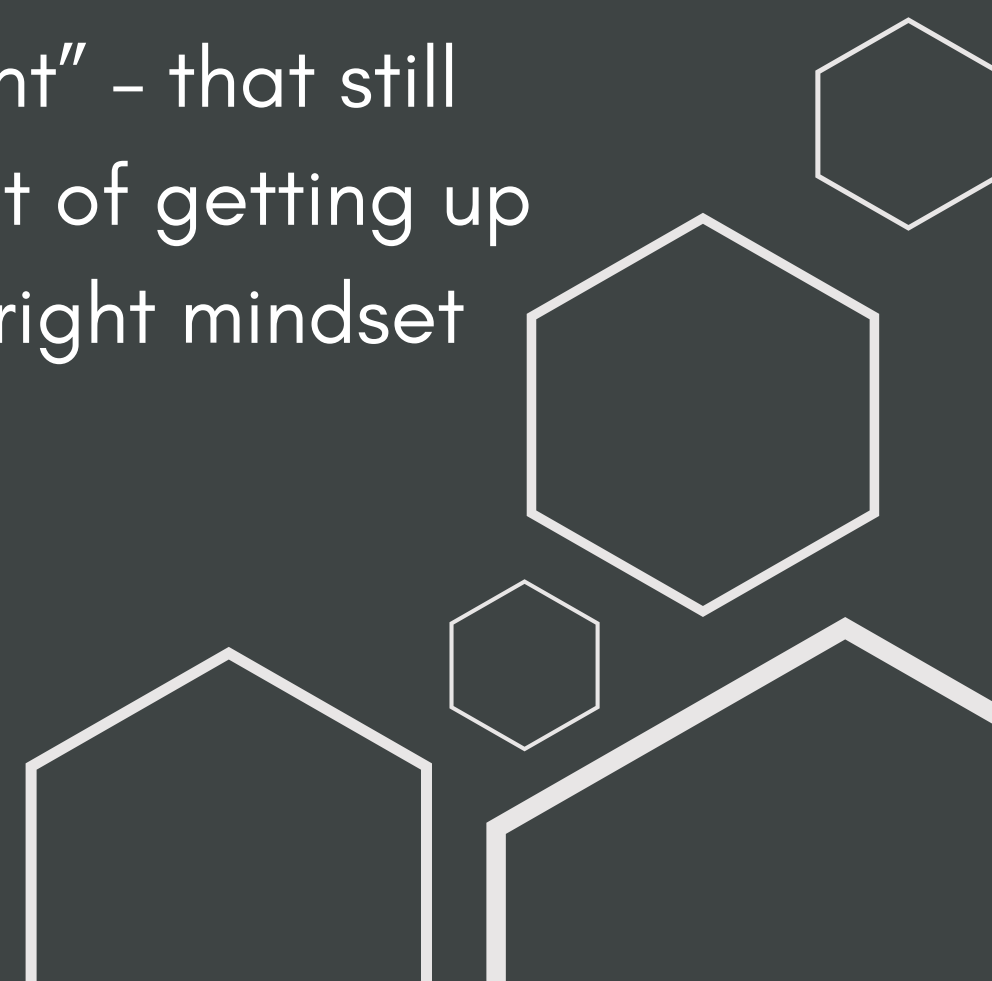
SET YOUR HOURS AND STICK TO THEM

It's easy to get distracted in your own home with the little jobs and fixes that need doing. Whilst it's not the end of the world if you do wander off to put a wash on, try to put in place set working hours for yourself and only leave your workstation for necessities. Dependant on your company's policy, these hours may already be set for you, or you might have the flexibility to allocate your own. If you can decide your own hours, try to work out the times that you're most productive, and make those your set hours. Make sure to communicate these to your team though, so they know when you are contactable.

Setting hours will also help you to avoid work creep. It's easy to let the lines blur between your work and personal life when they're all under the same roof – make sure that you enforce a hard limit at the end of the day. Shutdown your computer and walk away from your workstation.

GET READY FOR WORK

Rolling out of bed and straight to your workstation might seem like a good option, but losing routine can be detrimental to your wellbeing. Sleeping in later than usual can cause your sleep pattern to become unhealthy, resulting in tiredness and fatigue, and working in your pyjamas will do nothing for your motivation. We all know the saying "dress for the job you want" – that still applies when no one can see you. Making a point of getting up and getting ready for the day will put you in the right mindset to perform your job to the best of your abilities.





REMEMBER TO TAKE A BREAK

If your normal working hours allow for breaks, then make sure that you take them. Stepping away from your computer, even just for five minutes, can be really beneficial to your physical and mental wellbeing, and can work wonders for your creativity. Step away from the keyboard, grab yourself a healthy snack, and give yourself some screen-free time!

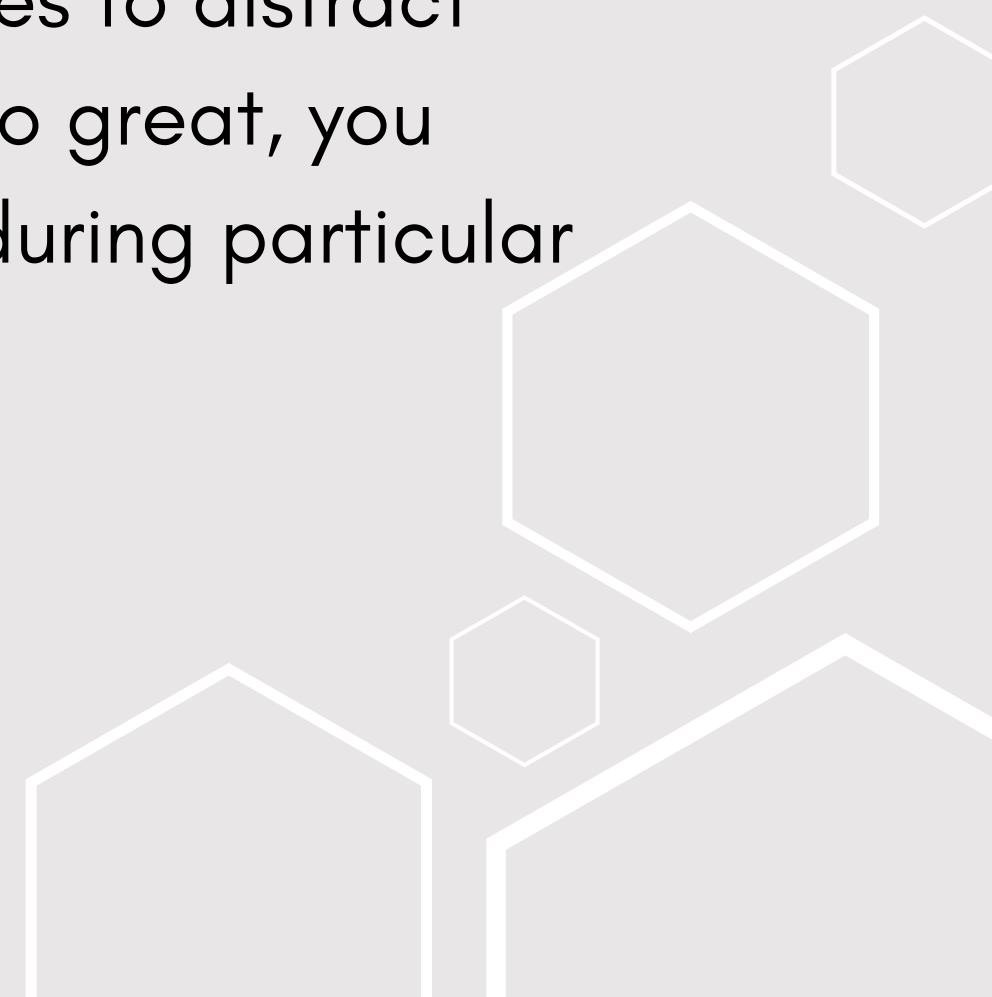
STAY IN TOUCH

Working from home can feel quite isolating, so make sure that you set regular virtual meetings up with your team. There are so many different types of software out there now that facilitate group video calls – try schedule one in a day so that you stay connected to your team, even if it's just to see how everyone's day has been and for a general chit chat.

It's also worth setting up a group chat so that you can bounce ideas off each other, or ask any questions that you might have, without the need for lengthy email chains or waiting until your daily call.

AVOID SOCIAL MEDIA

Social media is the blackhole of all productivity. Try to avoid going on it during your work hours, as it only serves to distract you from the task at hand. If the temptation is too great, you can always set your phone to lock certain apps during particular time periods, if it has the functionality to do so.





STAY PRODUCTIVE

Use to do lists and time management apps to make sure that you're keeping your productivity up, and know what you have to do each day. It can be easy to start procrastinating when you don't have your team around to motivate you, by putting systems in place to help with your productivity you help to avoid unnecessary downtime.

KEEP YOURSELF BUSY

With workflow naturally slowing, due to the current climate, it's important to keep yourself busy. Utilise any excess time you have to make plans for the future. Maybe take a look at your Marketing strategy, or introduce new software to your team whilst they have the time to be trained virtually on it. Now might be the perfect time to take stock and address the direction of your company to build for a better and brighter future

STAY SECURE

Check your companies security policy for working from home. You might find that you need to have your company's virtual private network (VPN) uploaded to your device, or login to a remote desktop software to access your work systems.

It's also worth checking the speed of your internet connection, to see if it could keep up with the demands of running your work systems, or if, in fact, it has the capability to connect to a VPN as this can vary from provider to provider.





SET BOUNDARIES

If you live with friends or family, it can be difficult for them to understand when it's okay to interact with you, and when you're busy working. It can help to set clear boundaries and communicate the structure of your day – if you're working from 9am–5pm with an hours lunch break at 1pm, let them know that. It will save you time and avoid any awkward conversations in the future.

COMMUNICATE CAREFULLY

When working remotely, you might find yourself relying more heavily on written communication, such as messages and emails. Without context, it's easy for a tone of an email to be perceived incorrectly, so it's important to word your interactions well and equally read anything you receive as though it was written positively.

STAY HEALTHY

It's easy to get into unhealthy eating habits when the fridge is just a stones throw away. Try to restrict your snacking, and go for healthier meal options. It might help to prep it the night before so that future you isn't tempted by the ease of of crisps and biscuits – snacking on healthy foods, such as fruit and veg, is directly linked to increased productivity levels, so it really is worth the effort.

That said, it's not going to harm you to treat yourself every now and then. Maybe implement a 'Treat Friday' where you allow yourself to have one or two unhealthy snacks after a successful week.



TAKE TIME TO STRETCH

Stretching and maybe introducing a bit of exercise into your work day is a great way to naturally boost endorphins and maintain good posture. That doesn't mean to say we expect you to run a marathon in your lunch break or become a fully fledged yogi – even just some gentle stretching or an online class can have great physical and mental benefits.

If you're not into a lunch time workout, why not set yourself the challenge of getting up a bit earlier to squeeze in some pre-work exercise? Trust us, you'll feel the benefits!

A MESSAGE FROM THE TEAM

In these unprecedented times, it's easy to be overcome with the negative headlines and worries about loved ones. We all need a break from it sometimes. So, if it helps, try not checking the news for a few hours and instead do something that benefits your wellbeing. Maybe have a little dance to your favourite song, or throw your windows open and get some fresh air flowing. Do anything that you need to do to bring a bit of positive into your day.

AND MOST IMPORTANTLY

STAY SAFE. STAY HOME. STAY HEALTHY.

The Quattro Team

