

5 TIPS FOR WORKING FROM HOME

Working from home can be a great perk of certain jobs, but it is not without its downsides. Here are some tips for staying on track.



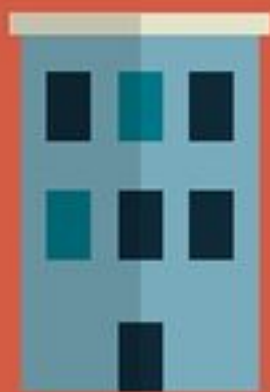
Have a designated working area

Even if you live in a small flat, dedicating one part of your desk or table to work can do wonders for your concentration and focus. Try not to work in places you normally relax and socialise. If you're struggling, go to a cafe or shared working space to simulate the office.



Get up, get dressed and have a routine

Whilst it can be tempting to stay in bed all day when you're working from home, this is the worst thing you can do. Get up and get dressed as if you're going to work to kick your brain into getting itself ready for a full day's work.



Leave the house at least once a day

Being cooped up all day in your home can lead to a 'cabin fever' type feeling and ultimately is quite an unhealthy way to spend your day. You should always aim to leave the house at least once during the day, to do the shopping or run an errand to get a change of scenery.



Have a to-do list

With no-one there to watch over you it can be tempting to put work off or to spend too long on one thing at a time. Having a to do list not only keeps you focused in your unsupervised state but also prevents you from doing too much and gives you the satisfaction of having achieved your tasks.



Take advantage of your flexibility

If you're feeling isolated or unproductive make sure you are fully benefiting from the freedom working from home offers. Spend time with your family, visit a friend or take a stroll round the park to remind yourself how lucky you are to be able to do such things whilst others are at work.