

# Working from home best practices

Almost overnight, working from home has become the new norm. At Wood, we are taking the appropriate advice and encouraging employees to work from home where necessary to prioritize their health and safety, and that of their wider communities, amid COVID-19. Working from home may be completely new to you and will take some adjustment, we are all adapting to new ways of working and communicating.

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Tip 1:

## Prepare your workspace

Make sure that you dedicate a space to work. A room that you can dedicate as your office is ideal if possible, if not a small desk or kitchen table will be the next best option. All equipment used must be in good working condition and your chair should allow you to achieve a comfortable seating position. Having a dedicated, comfortable space to work in is crucial for your state of mind, not just your “working” mindset but also so you’re able to turn off when the working day is over.

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Tip 2:

## Start and end your day with a routine

Deciding you’ll sit down at your desk and start work at a certain time is one thing. But what in your morning routine defines the start of work? When working from home, do all the things you’d do to prepare to head to the office: if you would usually set your alarm, make coffee, start with some exercise, and get dressed – keep doing that. In the same way, end your day with a routine, check in with your key contacts to sign off and clear out your emails to signal the end of the day.

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Tip 3:

## Ramp up your communication

You will no longer have the option of talking to people across the room or to have a coffee with your colleagues, so make sure to allocate time to catch up with your team mates collectively and individually. Figure out how much interaction you need to feel connected and use the tools available to help, video calls, instant messaging and collaboration programs. And with so much communication happening digitally, social cues are harder to read so empathy is more important than ever.

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Tip 4:

## Set your intentions

Set a schedule and stick to it as much as you can. Begin every day by identifying what you need to do, how you intend to do it, and pace yourself. Nobody sprints through their work the entire day -- your motivation will ebb and flow. Capitalize on your most productive periods, save your harder tasks for when you know you’ll be in the right headspace and use slower points of the day to knock out the easier tasks.

