

Phi Gamma Delta's Working from Home Tips

In the case of a voluntary or mandatory work-from-home situation, Phi Gamma Delta has created a list of suggestions to help ease the process of transferring and incorporating office (or classroom) life into home life. Working from home can be a challenge, especially if it is not something that is routine. Below are tips on how best to utilize your time, focus on your mental well-being and increase productivity while at home. Some of these suggestions are from other sources and have been cited as such.

FOCUS

- It is important to look after and take care of yourself first. This includes getting enough sleep, exercising and eating right.
- Take active breaks from work throughout the day; try and spend some time outside.
 - » Take breaks to do stretches, mini exercises (such as push-ups or jumping jacks), walk, etc.
- Know your weaknesses and try to avoid distractions ([NPR](#)).
- If your home lifestyle allows, utilize headphones, particularly noise-canceling ones, to limit distractions.
- Utilize music, podcasts, white noise machines or other forms of entertainment to help increase motivation and decrease distractions throughout the day.
- Create a plan for your children's education and entertainment if applicable ([NPR](#)). Work with your supervisor/coworkers to understand that you may need to take extended breaks or shift your schedule with kids at home.

PRODUCTIVITY

- Stick to your routine and try to keep normal habits in place.
 - » Get dressed for the day like you would if you were going into the office/classroom. This will set the tone for taking the policy of working from home seriously.
- After a reasonable day's work, put away all work-related materials and resources to help unwind. ([Forbes](#))
- Find adequate space that can function for regular workload and necessary materials to work/study from home. If possible, work from a desk or a table as opposed to the couch. Do your best to separate your workspace from your living space.
- Try and prioritize weekly items, particularly noting long-term projects that have been forgotten.

COMMUNICATION

- Ensure connection capabilities allow you to use video-conferencing platforms.
 - » Check that the bandwidth is capable of streaming multiple devices at once.
- Make your cell phone number is available to customers/constituents/clients/classmates or have your office extension routed to your cell phone.
- Over-communicate when working remotely. It is better for people to be aware and reminded of things than to not know at all.
- If/when working with a team, set expectations early and clearly. Focus on clarity of the message, specifications, team details/assignments and every detail associated with the project.
 - » It is harder for coworkers, classmates and teammates to ask quick follow up questions and get live feedback when working remote.
- Utilize social media to network and socialize. Engage peers in similar positions to share ideas.
 - » Engage peers from different sections, departments and companies alike.
- Video conference with teammates/superiors/subordinates/etc. at least a couple of times per week.
- Utilize a professional/plain background behind you for video conferencing.