



Tips for Working from Home

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In this time of recommendations for 'social distancing', theme parks and stores closing, and schools on extended spring break, you may also be asked to work from home. While it may sound like a dream – no more commute or worrying about what to wear – it may take some self-discipline to be productive while working from home.

Here are a few tips to help you adjust to your new work environment:



Assess your new workspace – It does not have to be elaborate, but do you have quite space for a table and chair that you can claim as your own while you are 'on the job'. The couch in front of the TV or your bed may not be the most productive space you have. A temporary office space in a corner of your bedroom may be sufficient. If you do not have a proper desk, consider a makeshift standing desk on top of your dresser.



Assess your supplies – Do you have everything you need? If you are accustomed to working with a desktop computer, consider using a keyboard and mouse if all you have is a laptop at home. Can you access the programs and websites you need from home? Do you have log in information or paper files that you may need to refer to? Do you have paper and pen and any forms handy?



Plan your morning – Now that your commute is shortened to just a few steps, you still want to maintain your morning routine to prepare for the day ahead. Continue to do whatever it is you usually do in the morning to get ready, minus your drive to the office. Be sure to get out of your pajamas. You don't want to be caught off guard if there is an impromptu video conference.



Set your schedule – Set a specific time to start and end your day. Also, include time for breaks and lunch. If you have minimal distractions, it can be easy to lose track of time. Be sure to remember to connect with your supervisor and co-workers. Social interaction is still an important part of maintaining a healthy work-life balance, especially when your home is your workplace.



Manage distractions – Keep the TV and the 24-hour news channel turned off, turn off your social media notifications; check it all during a scheduled break if you must. If your distractions come in the form of kids on their extended break, or even your partner who is also now working from home, make sure your schedule includes giving them attention so they don't demand it when you are trying to focus on work.