Working From Home

Are you ready to work from home and be productive?



- [ ] Advised or been instructed #WFH to by your manager/workplace (make sure people know where you are)?
- [ ] Internet access (stop here and go find some)?
- [ ] Remote access enabled and tested (if you can't access things...)?
- [ ] Required applications installed or available (no tools == no work)?
- [ ] Video conferencing tools tested (don't be that fool that has tech-issues connecting! Test your microphone, camera & software)?
- [ ] Suitable space to work from (separate office ideal, kitchen table ok, couch/sofa bad)?
- [ ] Regular calls scheduled with colleagues (don't isolate yourself, engage with team mates)?
- [ ] Dressed to work (no need for that suit, but put some pants on please!)?
- [ ] Washing & dishes done, kids at school or setup with activities (get this stuff sorted before you sit down)?
- [ ] Coffee, tea, and/or water available (keep hydrated)?
- [ ] Music (find a good motivation playlist to put on in the background!)?
- [ ] Get in the zone (make sure you have the right headspace to work, don't worry if it takes time to settle in, just keep trying).
- [ ] Remember to take a break (you are not 100% productive in the office, don't expect to be at home; pick up the kids, hang out the washing, have lunch, take a walk, etc...).
- [ ] Relax (WFH takes time to adapt to, if you give it time and don't beat yourself up you can find it rewarding and more productive than the office).

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