How to Work from Home Efficiently

With the current pandemic situation of Covid-19, individuals have been ordered to work from home and self-isolate. This has affected everyone's work routines and contacts. Here are a few tips on how to work efficiently from home:

- **Treat your day as a normal day at the office:** get up, make your bed, have breakfast, put office clothes on. This process can provide satisfaction of achieving little tasks, which will allow you to feel more productive.

- **Saves commuting time** and helps you to work towards objectives and improve productivity.

- **Choose a dedicated workspace**: separate your leisure time from your work time.

- **Work in a dedicated space** to so you can separate from your work time during your leisure centre hours by working in dedicated room to prevent you from being cooped up in one room.

- **Set a schedule of each day:** Treat each day as you would in the office, sets goals of what you want to achieve each day.

- **Reward yourself**: Setting goals and achieving them is all well and good however, rewarding yourself will break up the day and will prove of a more productive day.

- **Stay connected with your work colleagues:** Do not cut off yourself off from the real world. Stay connected through instant messaging and videoconferencing (Zoom) to check up and on co-workers and to remind you of the business's overall targets and goals.

- **Exercise Regularly**: Often office hours means sitting down most of the day. So, after working hours take a walk or go for a run. This will help to improve energy levels, brain health and memory, mental health and even relaxation and sleep.

The important message is despite this lockdown, don't forget to take care of your mental and physical self. Do not cut yourself from the world, instead take this opportunity to reconnect with friends and family members. Help one another out because times like this can be challenging and we need to help each other.