Help!
How Do I Work From Home?

Triad
EMPLOYEE ASSISTANCE PROGRAM

We are not under normal circumstances.
For some, working from home is the ultimate goal while others thrive under the structure of a traditional 9-5. There is no "one size fits all" tip to make working from home work for everybody. Play around with techniques that work for you.

Technology

There are a myriad of tools that make working from home easier, depending on your comfort with technology. The important thing is to find the best technology solution for good communication and collaboration. Each program has different strengths and capabilities, so choose the one that fits your working situation best. Slack works well for group chat and text notifications while Zoom works for video conferencing and group meetings.

Communication

Clear communication is essential to efficiently running any company. Whether they're working from the office or a remote location, employees will still have questions and need to collaborate with each other. The more open the lines of communication are between employees, each other, their managers and HR, the better employees will be able to perform their tasks. It's best to have multiple lines of communication open so that each staff member can contact others in the method they prefer with the most appropriate medium for the task.

Productivity

Individual Level: Distractions are prevalent in our modern world without the added burden of trying to be productive from home. Log out of your social media on your computer and phone. Communicate your expectations with others who lives with you. Remember, just because you're home doesn't mean you're "home." Determine when you're most productive. Are you a morning person or do you find yourself hit with motivation in the afternoons or evenings? Create a schedule and structure your day. Be sure to take breaks for lunch and draw a clear line between work and nonwork.

Team Level: Determine how you will track projects. Choose a program that will help you and your team communicate throughout the week in a concise and productive way. Creating and maintaining a strong team is up to everyone. Patience, empathy and listening are important in creating psychological safety in your team. Ascribe good intentions to people as we are all under stress

Work/Home Seperation

How do you work while at home, and how do you disconnect from work while at home? As mentioned earlier, there are a plethora of distractions all around us. If you are easily distracted, set clear boundaries for yourself. Do you need to put your phone in another room while you work? Totally fine. Do you need to create a space just for work so you can focus only on work? Go for it! Do what it takes for you to have a space where you can enter and exit "work mode" efficiently.

Flexibility/Children

Maybe you need to move your "office space" around every few days. Work from your home office or your couch, but be sure to switch it up so you can change your view and not burnout. If you have children, a flex schedule may be best for you. Maintaining a strict schedule may not work if you have kiddos who need help with their online classes. As long as employees know their responsibilities and are able to complete all of their work, some flexibility in scheduling can go a long way. The key here is to minimize stress and employees will be less stressed if they know they can take some time to address issues that may come up at home.

Conclusion

No one is certain what life will look after the pandemic. The remote working dynamic may continue for longer than we expect or suddenly end. The point is to create a comfortable environment for yourself so you are ready to continue remote working for however long is necessary.

For more information, click here.