

## How to handle office work at home?



The situation we are experiencing with the COVID-19 health crisis and the state of alarm declared by the government have forced many companies to speed up the processes needed to guarantee **remote work** from their employees' homes.

Implementing remote working has been easier and quicker for some companies for a variety of circumstances, but the range of companies includes:

- Companies that are **100% adapted**, with budgets earmarked to the digital transformation, an advanced digital culture and remote working already implemented.
- Others, which **have managed to adapt to market trends** and new ways of working, and which are earmarking some of their purchasing budget to software, equipment and ongoing training. This situation moved forward the implementation for many of them.
- Other companies **have not worked on this** for a variety of circumstances and internal motives related to their strategies, and now it is difficult for them to deal with this situation.

We are facing **changes in habits** which enable us to work **more independently and flexibly**.

So, **what should you bear in mind when working from home?**

Below are some **tips that could help you**:

1. **Establish discipline**, with routines in which you get ready as if you were going into the office and set a **timetable** that you can meet.
2. Create a **workspace** exclusively for working, whenever possible a well-ventilated space with natural light away from the spaces you use for other daily tasks.



It should be a comfortable space away from any distractions with a good chair.

3. **Organize** your tasks and set daily objectives.
4. Remember to take brief **breaks** which allow you to regain visual, physical and postural balance.
5. **Communicate** with your colleagues and work as a team.
6. **Hold online meetings** with colleagues and employees to share the status of projects.
7. **Interact with your colleagues**, disconnect and take breaks so you can keep your concentration.

Moreover, in such an unusual situation, it is important to remember that many households **have to adapt to their family** circumstances, and when there is family, **the experts advise** us to **address the strategy as a family** and to begin to **develop a routine that encompasses remote work, education and family**. Allowing each family member to **participate** leads to **engagement** and **autonomy**.

And of course, at times like this it is more important than ever to **remember to set time aside for yourself and your loved ones**, to pick up that **book** you never finished, to organize your **pictures from the summer**, to take that **gym** class, to continue getting **training**... and so forth.

And let's do all of this with the hopes that by working together **we can all #flattenthecurve**.