



# Working From Home Guide

Drawing on our own global experience as well as that of our clients, this guide may assist you and your team as you adapt to working from home.

## Leading remotely



### Set clear expectations

- What do you expect of your team and what do they expect of each other when working remotely?
- Are there any tasks that become less critical in this new environment, or other things that should be prioritised?



### Communicate often and openly

- Regular communication is critical for team members working remotely. It can facilitate more effective and productive work, and help maintain team culture. Consider implementing a quick daily check-in that the whole team could join.
- Encourage team members to also connect with each other.



### Connect on wellbeing as well as work

- It is important to make sure your team feel connected to work and cared for during this uncertain time - checking in on how people are feeling will be as important as checking on their work.
- Video calls over Skype, Zoom, etc can be a good way of making that connection routine and more embedded.



### Support for those balancing carer responsibilities

- It is also likely that some of your employees will need to balance working remotely with carer responsibilities during this time.
- This might mean that employees are not available during standard working hours, or may be interrupted during the day.
- Your employee might also experience stress or anxiety when trying to balance the needs of their work with the needs of dependents while working remotely.

## Wellbeing tips



**Stay social** - Make sure to communicate at a more personal and social level. Find ways to connect online in replacement of the casual conversations in the kitchen or social spaces of the office.



**Choose a working space/s that is as comfortable as possible**



**Look around** - Working from home can mean a lot of uninterrupted screen time. For good eye health it is important to change your field of vision on a regular basis.



**Stay active** - Sitting for long periods can have long term negative consequences for your physical and mental health.



**Where possible set time and physical boundaries** - Between your work and your personal life which make sense to you and which are achievable for your own circumstances.



**Consider daily rituals and routines** - What will work best for you? This includes what you wear, keeping hydrated, moving regularly, eating healthy meals and taking pauses throughout the day.

