

## Working from home

If working from home is a relatively new concept to you and your team, here are a few things to consider when setting up your new work environment:

### Take time to plan

Working from home can be more challenging than it seems. Your home is filled with distractions that you don't usually encounter at work. Especially if you don't live alone.

Take time to plan out your space and give yourself time to adjust to the new normal. Figure out your schedule and work out how you can adapt effectively.

### Create a routine

While there may be quite a few factors beyond your control right now, you can implement a bit of control and familiarity by sticking to a schedule. Get up at a reasonable time, get dressed and have a plan for your day.

Don't overschedule yourself too much and include regular breaks during your day. Allow for flexibility.

### Manage your information intake

It will be easy to continually check social media whenever you like and possibly so often that the constant stream of updates could increase your stress and anxiety levels.

You can stay informed by watching the daily updates by the Ministry of Health and Government officials, this will give you a regular source of reliable information but allow you to focus on your work without constant distractions.

### Keep connected

For some people, leaving a team environment can leave you feeling isolated or lonely.

Make sure you set up communication channels that work for you and your team. Use group chats, video calls, frequent phone calls and email. Check in on others.

### Look after your Health and Safety

Stay well by taking regular breaks, getting some exercise, eating healthy and looking after your mental health (see our guidance on C19 Mental Health).

Ensure your workstation is set up ergonomically and that hazards are minimised. Here are helpful resources for office ergonomics and refer to our 'working from home checklist' for additional hazards to check.

#### *Ergonomics*

<https://worksafe.govt.nz/topic-and-industry/work-related-health/ergonomics/>

<https://www.officemax.co.nz/Documents/wofchecklistonline.pdf>

For additional support and instruction, please feel free to contact us – [admin@oshbox.co.nz](mailto:admin@oshbox.co.nz)