Working from Home During COVID-19

Since the outbreak of COVID-19, many Australians are now working from home, as offices around the country have been closed to keep workers safe and stop the spread of the virus. Working remotely can bring new challenges and it will affect everyone differently. Outside of work, other things in your life are likely being affected by the nation-wide strategies to contain the spread of the virus. Your home environment could be making it hard for you to get work done, or you may be worried about how the virus will affect the people you love.

It's okay to admit if you are not at your most productive during these changes and it's okay to also feel that being productive and getting work done is beneficial for you!

Try Maintaining your Usual Routine

While working from home might mean you are able to dress in comfortable and informal clothes, changing out of your pyjamas and trying to follow your usual morning rituals can help you get in the right headspace to start your day. This might include exercise, breakfast, coffee, or watering your plants. Do what works best for YOU.

Try to Have Daily Conversations

You might be finding that working from home can be lonely. Strategies that can help are to have daily conversations with your colleagues, such as holding a team video conference at the start of each day. Using other tools like instant messaging to check-in with your co-workers regularly will remind you how you and your work is contributing to your team's goals.

Create a Dedicated Workspace

It's helpful to have a single, specified location or surface for work (rather than working in a changing location with a portable device), as this will help you keep 'work at work' and prevent it from leaking into your personal and family time and space.

Working with Kids at Home

It is important to have conversations with your family about how you will work from home and what can help make it a little easier. If your partner or another caregiver is present, consider discussing with them a proposed work schedule and agreeing on certain times that are 'work hours' where you cannot be interrupted (unless there's an emergency). Even blocking out a 2-hour period of 'no interruptions' can be helpful. Preparing food and activities ahead can also help to limit the amount of disruptions throughout your day.

Schedule You Time

When working from home, it might be hard to switch-off at the end of the day, so it is important to structure your day and work hours. Try to schedule in time to look after yourself within the workday. When you finish for the day, try to switch off all of your accounts and separate from your work life. Remember to be realistic with yourself, your colleagues and your employer about your abilities and be honest if things are becoming too much.

If you feel you aren't coping, seek some support
- **Lifeline: 13 11 14 or visit www.lifeline.org.au**
- **Beyond Blue: 1300 22 4636 or visit www. beyondblue.org.au**

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