

CORONAVIRUS RESOURCES: Tips for Working from Home



Give an Hour has been operating in a virtual environment for 15 years and our staff would like to share their tips for working from home. For many who are used to leaving their home to work in an office, it may be difficult to combine work and home spaces. Here are our Give an Hour Staff tips on how to be productive employees, and prioritize our well-being as we continue to care for our families, and loved ones at home.

CREATE YOUR WORKSPACE



Create a designated workspace that allows you to be as productive as possible and separates work and home life.

Keep your workspace clean and organized.

Take advantage of the virtual environment and get out of the “office” by taking a work call while on a walk or working from your laptop on the porch.

Start your day by creating a task list for home life. Wrap up your workday by creating a priority list for the next day.

CHECK-IN & CONNECT WITH COLLEAGUES & FAMILY MEMBERS



Keep up with your work relationships by creating office “games” and celebrations. Send around e-cake for birthdays and fancy hat video chats during weekly calls.

While working at home, you most likely have family members around. Find a way to respect their needs while also meeting yours just as you would your colleagues.

Reorganize your work schedule to fit in family and household responsibilities.

Remember to pick up the phone or schedule a video call—all communication doesn’t have to be done via email—face to face interaction, even if on a screen, is important for our social emotional health.

TAKE CARE OF YOU



Wake up at a regular time and get ready for work with a shower and dress in comfortable and casual clothes.

Stay hydrated and eat healthy, even on your busiest days.

Do something that signifies the start and end of your workday to help you transition from work to home.

Take breaks from your screen, take a walk, eat a healthy snack with those in your home.

Take care of you by enjoying your favorite things. Drink tea from your favorite mug and make your workspace peaceful by lighting a candle.

Recognize your needs—you may need to start an hour later or take a longer lunch than normal to get your family organized before beginning your work.