



KEY TIPS

- **Keep to a routine.**
- **Get dressed.**
Pj days, whilst comfortable, don't help you get into your 'work' headspace.
- **Your couch is not your office, use your desk.**
- **Get fresh air.**
We recommend a walk at the start and end of your day to separate 'work' from 'home'.
- **Take your breaks.**
- **Remember your OHS responsibilities.**
- **Try not to be distracted, the washing can wait.**
- **Keep connected with your team.**

CONTACT

Need more information and support?

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WORKING FROM HOME

During the Coronavirus Outbreak

As more and more employees are being encouraged (or directed) to work from home, we need to consider more than just laptops and remote access. Working remotely, particularly for an extended period, throws up increased opportunities for miscommunication and misunderstandings. With heightened levels of uncertainty, now is our opportunity to be clear about how we see this working.

If you already have a policy or guidelines in place, you are one step ahead of most. If not, we'd encourage you to get some help in documenting your expectations, preferably before you start.

Health and Safety

Working at home doesn't reduce your responsibility to provide a safe work environment. Do they have an ergonomic work station? Can they escape during a fire? We are encouraging businesses to provide employees with a 'self-checklist' which they complete and return. You can spot check during Skype or Zoom meetings if necessary.

Communication

As well as their physical safety, we need to consider our employee's mental health whilst working from home. Gone are the quick catchups at the watercooler. We need to factor in regular short checkins throughout the day, be it via group chats, zoom meetings or an old fashioned phone call. 24 hours is a long time on your own.

Productivity

At the start of each week, agree on the outputs expected for that week. To help keep you motivated, check out our insanely simple productivity hacks: <https://inspirehq.com.au/blog/productivity-hacks>

Trust

Working from home will not be smooth sailing. It requires high levels of trust. Trust that the work is being done, and assuming 'best intent' when communications go awry. Resist the temptation to micromanage. Having agreement up front on how work will be delegated, how you will communicate and collaborate, and who is responsible for what, will make for a more successful and productive remote workforce.

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