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## ***Successful Homeworking***

Thousands of people are likely to be working from home in recent times due to the coronavirus outbreak; some for the first time. For others, it's just like any other week.

It means figuring out how to stay on task in a new environment that may not lend itself to productivity. But there are ways to deliver results and avoid going stir-crazy, from setting up a good workspace, to the way you talk to your team.

### **Content**

- Exploring the benefits of working from home during challenging times, for the company and society
- The common pitfalls companies face when trying to transition to a home office scenario
  - Having the correct technology, office furniture
- Solutions for overcoming these hurdles, and working successfully
  - Pretend like you *are* going into the office
  - Structuring your day
  - Choosing a dedicated workspace
  - Working when you are at your most productive
- Specific suggestions for platforms and digital tools that can help
  - Getting the technology right
  - Making email your friend instead of your distraction
- Techniques for boosting motivation, alignment, and morale
  - Creating a rewards system
  - Building in breaks
  - Using video chat