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Productive Home Working

The daily commute is a distant memory but the boundary between work and home is becoming blurred. Power-up your Organisation's working-from-home strategy by following these tips.

- Make sure you have a designated workplace and make it as practical as possible. Do you have easy access to everything you need?
- Maintaining a quiet focussed space in a household shared with others is not always feasible. Minimise unwanted noise by using a headset.
- You may well be an expert at using the internet but your knowledge might not be as advanced when it comes to your company's IT. Make sure you know where your files are and how to access IT support.
- Keep yourself focussed by writing out a daily list of tasks and tick them off when complete. Being able to see at a glance what you have achieved will give you all the motivation you need.
- Chat with the rest of your team. Staying updated with what's going on will mean that you don't feel isolated or excluded.
- Don't be afraid to ask for support. Even though you're not in the office you are still part of a team – there will always be someone who can help.
- Try to make your working hours regular and don't be tempted back to your desk after hours. Flexibility is one of the many benefits of home working but too much dipping in and out can make you less productive.
- Step away from your desk and have a proper lunch break. Go outside for a walk, pop to the shops or simply enjoy time doing something different.
- Focus on the benefits of home-working and try to enjoy these. Remember, it's not a situation that will necessarily last forever.

FREE support is available to help you with any fundraising or organisational development needs you may have. Do get in touch...

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This free and confidential service for any VCO based in or supporting those in the London Borough of Barnet.

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