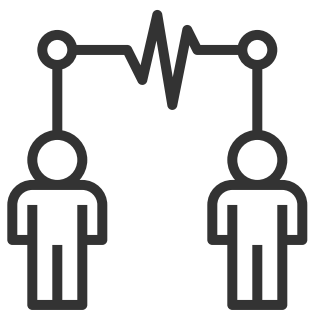




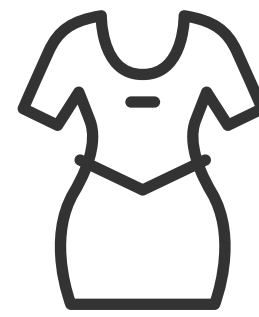
WORK FROM HOME

Tips to maintain productivity and connectedness



01. Communicate openly

Maintain strong and consistent connections with your work team/supervisor. Manage, prioritize and plan work ahead.

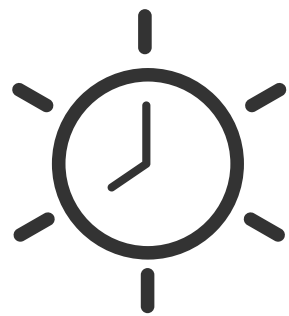


02. Get ready for the day

Take the time to go about your normal morning routine. Take a shower and get dressed for the day.

03. Create a Morning Routine

A routine is more powerful than a clock to help you get started each day. Have a cup of coffee and take time to savour it before you start looking at your to-do- list.



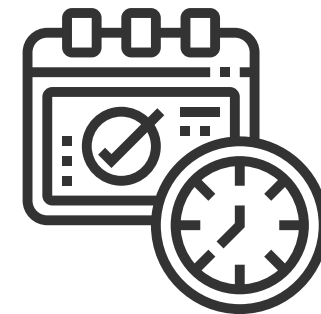
04. Choose a dedicated work space

Identify a dedicated a space that you can set up as your workstation.



05. Have the right equipment

A pen, notebook, stable internet access, access to corporate emails and your work phone.

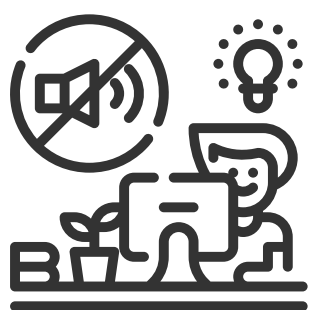


06. Keep clearly defined working hours

Set and stick to specific working hours to maintain a good work-life balance.

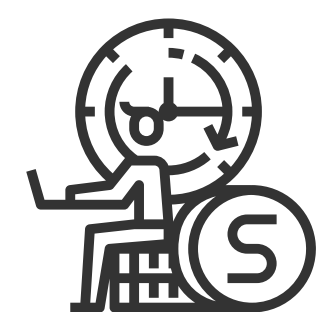
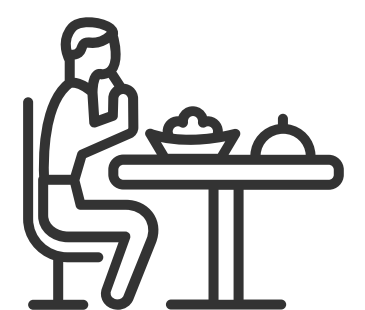
07. Eliminate distractions from your immediate space

Talk to your family about the hours you are working and set some ground rules especially when having important meetings/calls.



08. Create an eating plan

Avoid working to the point of hunger. Plan your meal ahead of time.



09. Take a break

Give yourself adequate time away from your work space. Breaks help you to recharge and be more productive.



10. Avoid Procrastination

The longer you put off starting your tasks, the longer it will be until you finish them. Save your harder tasks for your most productive periods and use slower points of the day to get easier tasks done.