

Are you ready to Work-From-Home?

The World Health Organization (WHO) recently announced that the coronavirus has officially reached 'pandemic' status. This have alert many countries to put their nation into Lock down which include our country Malaysia.

Some global companies such as Google and Apple have rolled out mandatory work-from-home policies to amid the spread of Covid-19. For us who will be working from home for the first time, how to stay on task in a new environment and being productive?

Below are some of the tips to guide you from how to Work-From-Home.

1. Design a Space for Work

Work where you work and sleep where you sleep.

2. Set Yourself Working Hours

Set rigid working hours where you shut everything off

3. The Right Equipment

Have a Desktop or laptop, Internet, secure remote access to company network and a work phone.

4. Communicate Like Never Before

Video conferencing and talking on the phone helps convey tone of voice and body language to make sure everyone are on the same page.

5. Avoid Distractions

Put other household errands a site and ask friends and family not to contact you during yours designated working hours.

6. Take Accountability

If unable to complete something remotely, be accountable and

communicate any problem you encounter immediately to your team members.

Work from home can be rewarding but only if you keep your productivity up, maintain a healthy work-life balance, and nurture your business relationships.

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