Article on topics:

Introduction

Working from home is awesome and relaxing too as you get the lovely dishes of your home to eat, just no time bound and boss pressure, until your pet throws up on your computer. Your neighbour, who you can only assume is building a time machine, starts firing up all sorts of power tools and noisy machinery

So, which according to you actually allows all those working people to be more productive: the home office or the office office? A bit confused. Let's look on both conditions initially and then decide which is better and why.
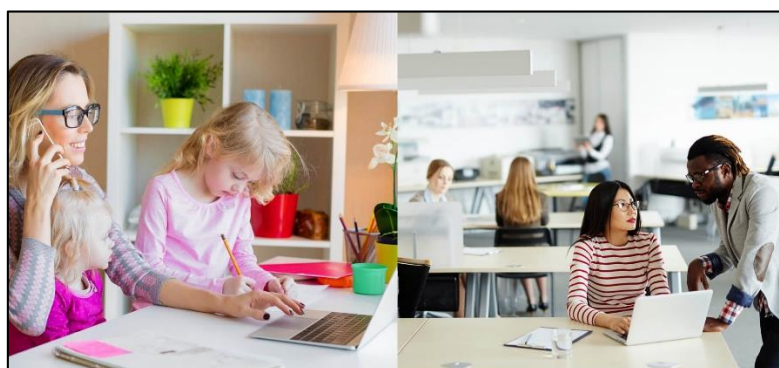
Comparing the two

Is working in an office a blessing or a problem? According to a few surveys, both the sides have quite substantial arguments to put forward. It might look very productive from one angle but the other angle says a different story.

Blessing

- One of the most wonderful and beneficial things an office environment can teach you is time management as offices usually have fixed hours for work, lunch and tea break.
- A second benefit that comes with working in an office is learning how to behave yourself in front of others.
- The best thing about working in an office is the excitement of learning something new on a regular basis.
- There is no way to understand business in the most effective manner than working in an office.

Problem
- In most places the co-workers often pose the greatest threat to keeping us from getting some real, heads-down work done.
- They simply drop by our desk, engage us in logic less conversations, and invite for some unwanted lunch.
- No doubt, the social benefits of a workplace are definitely nice to have, but they can become a challenge if we get easily distracted and divert our minds from our required work.
- Another side effect of working in an office is that it strains our eyes as we have to look at the computer screen throughout.

Is working from home a blessing or a problem? Working from home can be an appealing career move. It eliminates most of the traditional aspects of going to work, like commuting and dressing in business attire, while reducing social interaction and standard means of accountability. Let's check out the pros and cons.

Pros

- o At the home office, however, it's easy for us find and become our own worst enemy whenever required and our best friend too. Because when we are not surrounded by co-workers, we are free to drop those pesky inhibitions.
- o At the home office, no one's watching. We don't necessarily feel that same peer pressure or communal obligation to get stuff done.
- o Working from home can provide autonomy and independence in our job that might be absent in a physical workplace.
- o Telecommuting often requires using technical applications such as online meeting, communication and team collaboration platforms. We are able to develop technical skills that we may not typically use in a physical workplace.

Cons

- o It's quite obvious to become quite isolated working from home if we spend the majority of our time by ourselves, working independently.
- o Telecommuting also comes with a risk of working longer than we normally do. This can definitely lead to burn-out and increased work-related stress.
- o Working from home means you won't have access to immediate information about important business processes until someone in the company communicates it to you.

Work from Home - outlast COVID-19 situations

From the above discussions, we can very well say that "every cloud has a silver lining" and so it is really difficult to choose the better one. But, visualizing the present situation, we can see the whole World is witnessing the impact of Covid-19 on all facets of life, in all countries and in all industries. No one is certain about how much and how long the impact of the pandemic will last on the global economy.
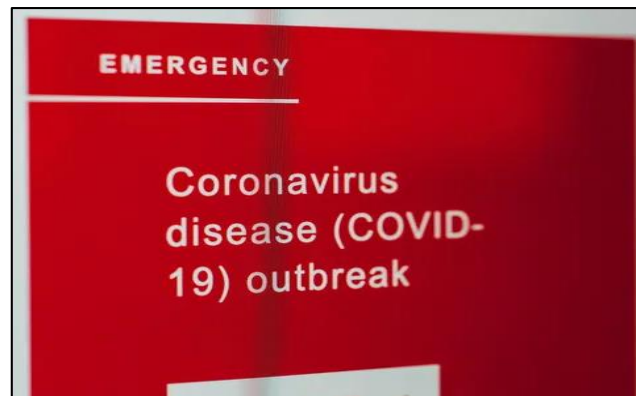
During this lockdown, Indian IT industry made employees "Work from Home" (WFH) as per government's mandate. As a result, about 90% of employees worked from home with 65% of them from homes in metros and rest 35% from homes in small towns. So, in the later part of this article we will see how we can work more productively and better from our homes by staying safe as I will be sharing some tips and solutions to work better with more zeal and enthusiasm.

Everyone who works remotely has to figure out when to work, where to work, and how to create boundaries between work life and personal life. What about office equipment, career development and training opportunities, and building relationships with colleagues? Working remotely, especially when working from home most of the time, means grappling with these issues and others.

How to Work Productively and Better from Home

Whether you're working remotely one day per week (or more) or full-time, it's important to ensure that you are set up to be productive. This includes having a designated workspace with the right technology; ways of dealing with kids, pets, and other potential disruptions; and a schedule that allows for the social contact and stimulation that ordinarily comes from being in a workplace with others.

So, here are few tips based on my experience and what I've observed and learned from other remote workers.

1. Maintain Regular Hours:
   - Planning a disciplined schedule, and sticking to it is something which we fail to do most of the time. But this is the foremost requirement of a beneficial work from home culture.
   - Having clear guidelines for when to work and when to call it a day will actually turn out to be helpful to maintain a healthy work-life balance.
   - Working remotely sometimes means extending your day or starting early to accommodate someone else's time zone. So, if you are doing so, be sure to wrap up earlier than usual or sleep in a bit the next morning.
   - Installing an automatic time-tracking app, such as Rescue Time, lets you check in on whether you're sticking to your schedule.

2. Get Started Early:
- Believe it or not, one way to work from home productively is to dive into your to-do list as soon as you wake up.
- Simply getting a project started first thing early in the morning can be the key to making progress on it gradually throughout the day.
- Otherwise, you'll prolong breakfast and let the morning sluggishness wear away your motivation.
- To stay on schedule, segment what you'll do and when over the course of the day. Don't delay on things and just start working how you work when you do work from office.

3. Fell like Going to Office:
- Get fully ready for the day, waking up early morning with the alarm and pretend you're actually going to work. Otherwise, you might end up the day still rolling in bed.
- Do all the things you'd do to prepare for an office role: Setting the alarm, making coffee, taking breakfast and wearing formal clothes.
- When working from home, you're your own personal manager. No doubt, there is no one to monitor you out, but you need to judge yourself whether you are completing all things on time and having some valuable time. Without things like an in-person meeting schedule to break up your day, you can be quick to lose focus or burn out.

4. Use Plants
   - Research proves that adding plants to the workplace decreases stress and frustration while increasing productivity and memory retention to work with more concentration.
   - Working in a natural environment with lower toxicity not only improves worker productivity but also improves health and keeps us fresh.
   - To create a home office that feels clean and homely: mix natural tones and add colour with plants.

5. Consider Ergonomics
   - Your home office may not be ergonomically designed like a regular office, but there are ways you can promote the same comfort and efficiency.
   - Don't have a desk chair? "Make sure you create a soft seat, and your movement isn't restricted by arm rests and that you pull it right into the desk."
   - It's also important to take regular breaks to stretch.

6. Add Artwork and Personalization
- Your home office is where you will be spending a lot of your waking hours now that you're working from home. Does your home feel a little bleak?
- An easy way to switch up your décor in order to create a home-working vibe is to simply display some pictures or quotes that inspires and motivates you.
- Well-placed artwork or personal items in your work area will make the space feel more comfortable and ground you with thoughts and feelings that have meaning to you.

7. Move out of home
- You don't have to eat out every day or meet someone and gossip, but you should try to leave your home regularly just to refresh yourself to work better.
- The same advice applies to people who work in traditional office settings, too: Leave the building at least once a day. Your body needs to move on to function properly and keep you healthy.
- Plus, the fresh air and natural light will do you good. Talk a walk. Go to the nearby open ground. Weed the garden.

8. Show up to Meetings and be heard
   - Certainly, you'll take part in video conferences and conference calls, but it's a good idea to attend optional meetings sometimes, too.
   - Be sure to speak up during the meeting so everyone knows you're on the call.
   - A simple, "Thanks, everyone. Bye!" at the close of a meeting will go a long way toward making your presence known and visible to your boss.

Additional solutions for being productive while working from home:

We all (other than doctors, paramedical staffs, police force or volunteer COVID workers) are actually spending a lot of time at home from last two months through lockdown and extended Work-From-Home (WFH) while the virus battle rages. Let's not waste this opportunity and make use of it in the best possible way out by investing in life-changing skills to forever accelerate growth.

Here are some skills to invest in

- Improvement in our learning speed, increasing our reading speed, change of negative behaviour i.e., reducing automatic negative thoughts, communication and mental leverage, speaking and writing ability and meditation or focus power.
- Try to work when you're at your most productive.
- Working from home might help you focus on your work in the short term, but it can also make you feel cut off the larger operation happening in the office.
- Instant messaging and videoconferencing tools can make it easy to check in with co-workers and remind you how your work is contributing to the big picture.
- You're working from home, not the moon. Interacting with other people during the day is allowed, even if they're not your co-workers. In fact, it's a good idea to see another face during the day when most of your work day is solitary.

Final Words

- ➢ Thanks to ever-evolving technologies like Skype, FaceTime, Slack, Zoom, Google Hangouts, authenticator apps, and cloud computing—not to mention texting and email—it's no longer necessary to be in an office full-time to be a productive member of the team.
- ➢ In fact, many kinds of work can be done just as effectively, if not more so, from a home office.
- ➢ As appealing as remote work is to employees, it wouldn't be such a strong trend if employers didn't also recognize benefits from their side of the desk.
- ➢ Companies with work-from-anywhere policies can boost employee productivity, reduce turnover, and lower organizational costs, according to recent research at Harvard Business School.