

The WFH Survival Guide

Working from home can place **incredible** stresses on your work-life balance and can blur the boundaries between work and personal time. These 10 tips from **Microsoft's Mark Rhodes** can help you to **minimize the impact** on your personal life when you are working remotely. Maybe you will even **enjoy** it a little more!

Turn on your Camera

Turn on your webcam anytime that you have a Teams call.

Teams not doing this will be disadvantaged as they miss out on non-verbal nuances & face to face contact they would otherwise get in a normal office.



Dress for Work

A great way to establish a tangible boundary between your work and personal life is to **get dressed for work**, and undress when you finish work each day.

Make it a daily routine, even if you work in an office.



Set Work Expectations

Setting your work hours with your team is a great way to establish a firm boundary between work and personal life.

Office 365 Work Hours are a great way to easily keep your team in the loop.



Don't Feel Guilty

Employees who work from home often report a feeling of guilt, resulting in much longer hours.

Remember, you're still making a useful and valid contribution and you have nothing to feel guilty about!



Unwind after Work

If you were working in the office, you would have a commute in and out. This transition period is a common way to prepare prior to or unwind after work.

Go for a walk, have a beer, play with your kids. Unwind each day.



Show your Efforts

There is a saying that if your boss doesn't know what you're doing, you aren't doing anything.

Communicate what you are working on with your manager and your team on a regular basis. Make it a regular short Teams Meeting.



Create a workspace

It's tempting to work from your bed or couch when you work from home. This can blur boundaries between work and personal life.

Instead **setup a work area** that is dedicated to your working from home and stick with it.



Limit e-mail hours

Are you doing yourself any favours **checking emails outside of work hours**?

Outlook Mobile has a "Do Not Disturb" mode that silences e-mail alerts outside of work hours. Tap the bell next to your profile to see.



Never eat at your desk

Set a clear boundary between work time and your time by regularly taking breaks and **never eating at your desk**.

You need the downtime and the break. Go eat lunch in the kitchen, garden, or go for a relaxing walk.



Make the most of it

One of the big benefits of working from home is that the people who the most important to you are often close by.

Go spend some time with those important people.

You've earned it.

