



Arlyn Recruiting Things to do & Tips on How to Successfully Work From Home

Excerpt

As we continue to navigate through these upcoming months, one of the many concerns we've received is how to cope and get comfortable with working from home. From our experience, self-isolation can be, well... isolating and whilst the concept of "work from home" is certainly nothing proprietary, the coronavirus is "pushing everyone into this kind of extreme working from home," so if you're feeling the pressure, **you are not alone**.

To help you manage, here are a few ideas to help you feel empowered in your home, and keep your spirits high!

If you're looking for...

Tips and Advice on Working from Home (WFH)

Schedule Your Day

For the time being, this is your new normal and getting used to new things can be a little hard. Start small, it could be waking up and going for a walk or even making yourself breakfast before you start. Schedule it out and get organized!



Up the Communication

The key to working from home is having clear communication with you and your team, and knowing exactly what is expected of you. Feel free to ask your manager for a 10 minute call to kickstart the day. The stronger the communication, the better equipped you'll feel to take on the day.



Set The Tone

If you don't have a home office, do as much as you can to create a bespoke space exclusively for work, even if it is on the couch! If you're living with others, start creating open boundaries in your home. With a dedicated workspace where you can concentrate, it becomes easier to unlock the benefits of remote work.



Learning New Skills

Some of us that are going into work from home, are going to find these new working arrangements a challenge. Even more so since we're technically in an extreme form of WFH. In this case, take this an opportunity to learn and challenge yourself. Remember, technology is meant to help make our processes easier, why not take advantage of it and add that to your arsenal of skills?



Know How to END Your Day

It's important to remember to know how to unplug after work. Some of us may be used to knowing when to clock out, but others may find difficulty in disconnecting without clear indications such as being able to physically leave an office. Rather than choosing to continue working after hours, try choosing to engage in activities you actually want to do. Long hours have been historically proven to be counterproductive, virus or not, start putting in the time to take time.



Remember to take the time for YOURSELF.

We know there's a couple of us out there who may be having feelings of anxiety, fear, or even guilt. But remember, above all else, it's important for you to remember to use this time to take care of yourself.

With everything going on, now is truly the best time to allow yourself to sit back when you can, slow down, and just breathe. Time is the most precious thing you could give to yourself, and this is the best time for you to do that.

So be kind to yourself, don't let these moments go to pass.



Keep Your Spirits UP

Staying home, means more time in your 'safe place' with the people you love. Relish in these moments, there are some positives to keep in mind during this time.



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Things to do when Working from Home (WFH)

Reclaim Time

Working from Home means 0 commute. Use this time to get those extra few (hours) minutes of sleep, eat that breakfast you're often missing and take some time for yourself to start a new routine. (A skin care regimine? Why not?!)



Kickstart Healthy Living

We're talking about lunchtime walks (because the weather's been unusually nice), home workouts (thank you, privacy), full access to your kitchen at all times (gordon ramsay, is that you?) and the option to try out new recipes or just a nice homemade meal.



Save Money

Staying home could mean more opportunities for you to start cutting back on purchases such as luxury goods or other items you may not necessarily need. This is a great way for you to start saving or continue to build up your finances.



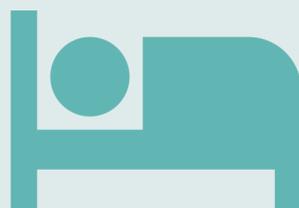
Reconnect with old friends

Listen, we're not going to sugarcoat it. Some of us at Arlyn probably can't even count the number of times we've accidentally forgotten to respond to a text message. But with all this social distancing, now might actually be a good time to reconnect. So go ahead, reach out!



Get Comfortable

The desk in your room a little stuffy? Try working next to the kitchen or even on the couch. If you haven't already tried working in all spaces of your home, this is the time to try. Dress code? We're thinking comfort is KEY.



Spend Time with Your Loved Ones (pets included)

Whether it's having a family meal at dinner, cozying up to a movie (granted you've all been social isolating together), or even trying out new apps like TikTok (family videos have been going viral), this is the time to start letting the people you love know that you love and care about them (pets especially).



Learn a New Skill

If you've ever wanted to learn a new skill, but for the life of you, could never seem to find a time to do it: Now's your chance. Understandably, not all of us share that same interest, so if WFH is a new concept to you, take it as a challenge and a skill to add to your arsenal of talents. Who knows? You might just end up liking it.

