

Risk Management

Working From Home

With schools and daycares closing in the coming days, many people have been forced or are choosing to work from home if they are able. Working from home comes with positives and negatives for both the employee and employer. Here are some tips on how to manage.

Employees

- Create a space in the house dedicated to work that is free of distractions
- Set boundaries/expectations with family to ensure you have the time you need to focus
- Start your day like you normally would, get dressed and be ready to be productive
- Know when your most productive times of the day are and ensure you have what you need to focus during those times
- Set goals for your day, tackle the hardest task first
- Stay away from personal tasks – it is easy to get side tracked at home
- Think outside the box! No one knows your job like you do, bring suggestions to your employer on how to improve things
- Make communication with your co-workers a priority
- Let your employer know if you don't have what you need to do your job
- Ask for more work if you aren't sure what to do – and come with suggestions about what you can do to bring value
- Be positive and take advantage of your perks
- Log off – it can be tempting to keep working. Make sure you take time for yourself and don't overdo it



Most Importantly

- ✓ Discuss and agree on reasonable expectations
- ✓ Keep consistent communication
- ✓ Build trust
- ✓ Put your strengths to work
- ✓ Think outside the box
- ✓ Set and communicate goals

Employers

- Remember that everyone works differently
- Establish structured daily check-ins
- Provide communication options and support
- Delegate and think about long term goals – have employees start projects you have been putting off
- Stay focused on goals and not productivity
- Understand that loneliness and lack of collaboration are the biggest detractors from work from home productivity