



Unilever

# Work From Home in a COVID-19 environment Tips & Tricks

16 March 2020

---

## Let's look at 8 simple hacks you can use to avoid the bad side and boost the good side of Working From Home

---

### 1. Set up a proper office

First off, create an office which is not in your bedroom. Your office space should have a good quality chair, lighting and should be customized to your requirements. Ideas would be to set up a second monitor, or a laptop stand if that makes things more comfortable. You can even use a stack of books to elevate your laptop.

**Avoid:** Working in your bed – keep it for sleeping!

---

### 2. Dress professionally

As a rule of thumb, wear professional clothes. Dress like you would if you were going to a 'real' office – it will put you in the right state of mind.

**Avoid:** wearing your pajamas – keep them for sleeping in!

---

### 3. Get out of the house and 'walk to work'

Many home-based freelancers make a ritual of 'walking to work' every day – even if it's just a five-minute stroll round the block. The simple act of getting up, putting on your clothes and getting out there to face the day will make you feel as if your working day has begun.

**Avoid:** Rolling out of bed and starting work straight away.



### 4. Stick to normal office hours

Aim to stick to your regular office hours, ensuring you are available during office hours but also limiting how long you work for each day.

**Avoid:** Resist the temptation to work all hours – this will exhaust you.



---

## 5. Organize your day

Sometimes it's difficult to stay focused when your manager isn't close by. Write a to-do list and set yourself the goal to finish everything. Prioritise the hard tasks.

**Avoid:** Losing focus and spending too little time on tasks you don't like. Work on those that are essential.

---

## 6. Take regular breaks throughout the day and eat healthily

You should try to get at least some exercise each day and keep your kitchen stocked with healthy foods. Also, take regular breaks like you would in a normal office. An idea is to have your "coffee-machine chats" virtually by calling a colleague and having a short chat to check-in on each other.

During these check-ins, do not be afraid to make a joke. Humor is important especially in these times.

**Avoid:** Sitting for hours at a desk and eating junk food.



---

## 7. Avoid distractions

You should allocate yourself some time each day to read the news and check social media – just like when you were a regular employee. But, set yourself time limits for this procrastination.

**Avoid:** Having social media, the radio or even the TV on in the background.

---

## 8. Feeling overwhelmed? Ask for help

If you're feeling overwhelmed or are finding it challenging to cope, please remember that you can get support through the Employee Assistance Programme. Visit the [Wellbeing Hub](#) and click on the Local Wellbeing tab to find resources available to you.

\*\*\*