

SUCCESSFUL WORK

FROM HOME

TELEWORKING



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INTRODUCTION

With the **Coronavirus** situation, many people are working from home. Working confined at home, especially when one is used to going into the office and interacting with others, can generate psychological discomfort that we need to work on preventing. We must focus psychologically on the fact that by not going out we are helping ourselves, our family, and our community and that social distancing is essential for everyone's health and well-being.



WORKING FROM HOME

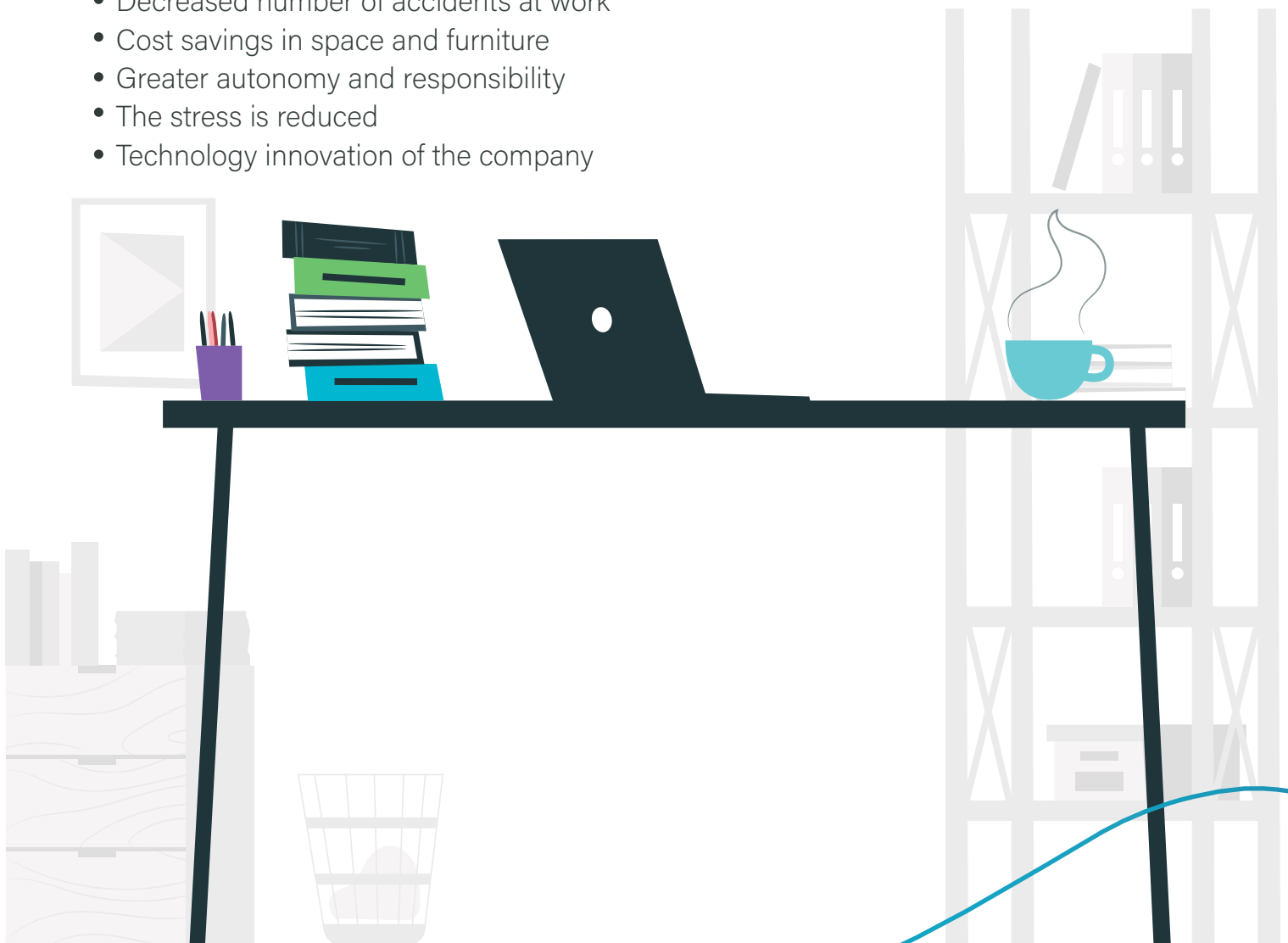
Teleworking is a model of the organization of the labor system in which the workers carry out their professional activity without being physically in the company's office. It is also known as remote work and it can be done full-time or part-time. The use of technology and telecommunications is necessary for teleworking.

Should my team start working from home?

During this time, working from home is the best option for any business that has the ability to do so. We will share with you some advantages of working from home. Additionally, we will be providing tips that will help you have a positive and productive working from home experience.

Advantages

- Conciliation of personal and working life
- Increased productivity of workers
- Decreased number of accidents at work
- Cost savings in space and furniture
- Greater autonomy and responsibility
- The stress is reduced
- Technology innovation of the company



BEGINNING YOUR DAY



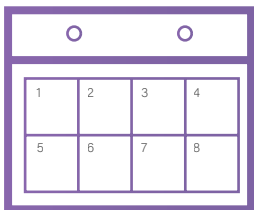
Do not work in your bedroom, because this will not help you establish a limit for work. Additionally, when your day is over you will not be in the same room you are working and you can go relax elsewhere.



Take a shower and get ready. Don't work in your pajamas. Wear comfortable yet presentable clothes so you can be ready to pick up a work video call if necessary.



Keep your working space clean and organized. Make your space as nice and comfortable as you can.



Plan out your day so you can get all your work tasks done. Make sure you schedule some breaks during the day so you can rest your mind and not stress at work.



Remember that no matter how hard you work, it is important to separate your eating time from your work time. It helps establish an environment where you can eat and have a good rest so you can return to work with the best energy.

ENDING YOUR DAY



Follow your schedule. Working from home makes it easy for you to extend your work hours since you live and work in the same location. It's important to end work at the time it is scheduled, so you can disconnect and rest. Set an alarm for the end of your workday.



After you finish working, try to limit your use of technology and instead perform other activities that don't require the use of technology; such as cooking, exercising, playing board games, or reading a book.

NO MATTER

what circumstance made you start to work from **HOME**, stay the positive and ...

Enjoy it



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