

5 Tips for working from home (full time) – COVID-19 situation

1. Keep the same morning rituals as if you were heading out to work: working from home for an extended period of time takes discipline and needs structure. This is your home not the office, but for a while it is going to be both. A good tip can be to leave the home, get some fresh air, then come back in and start work. Don't just arrive directly from the bedroom or worse still be in bed!
2. Give thought to how you can improvise a mock office setup at home. This can sometimes be a challenge. Some good advice here is to mix up your working styles - you have the freedom to do this if you are using a laptop. The dining table, sofa and even the ironing board can be your desk incorporating sitting, relaxing, or standing for a while (ironing board). Make good use of these work patterns to avoid being sedentary, doing this gets you some much needed movement particularly if you are working from a laptop or other mobile device.
3. If you have access to a separate keyboard or can take your work one home you will be able to put your laptop on a pile of books to raise the screen. Use a separate mouse too if you can.
4. If you have an office setup that more or less replicates your workstation at LSE, make sure you know how to use and adjust it.
5. Test software to make sure you can use it at home and test access to your work documents and email.
6. Ensure you have plenty of light and fresh air: sit by a window if you can, or at least ensure you have a suitable lamp, home lighting is typically not as good as the office, all the more reason to move around your home.
7. The isolation does not have to mean isolation, stay in touch with your colleagues even if it's just to see how they are doing, they will be going through the same experience as you. If you have a phone call maybe take this while getting some fresh air and a short walk if you don't need to video conference and it's not too confidential.
8. Make sure work stops when it should, it's easy to find that your day does not finish when you work from home.