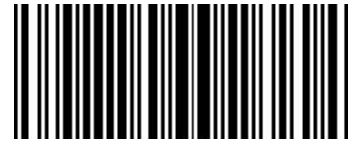




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COVID-19 & Work from Home in English

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ABSTRACT

Today the world has come to a stand still due the pandemic COVID-19. We all are locked down in our homes and that is the only way to stay healthy and safe. Organizations, Institution ,companies, have instructed their employees to work from home. With the right effort, you can stay productive while taking care of yourself and your loved ones.

To a certain degree, everyone is in the same boat, but your situation is likely unfolding uniquely. Have compassion, understanding, and empathy for everyone involved. Self-isolation during the COVID-19 pandemic presents new challenges, but along with these challenges lies the opportunity for new perspectives to emerge.

Going about your work life in a new way can lead to positive shifts and growth. This extraordinary situation allows you to rethink all areas of your life. Continue reading to learn how you can stay at the top of your professional game during these unprecedented times.

Time Management:

Plan your day basis length of tasks, deadlines and your most effective time of day. Segregate the tasks on your to-do list on the basis of 2 scales: Importance and Urgency. Divide them into 4 quadrants: Urgent-important, not urgent-important, not important-urgent and, important-not urgent. Everyone has different times of day when they are most effective. Use your most effective time of day wisely. Maintain your office routine for breaks and meals. This helps your mind to slowly process as per the working hours.

Communication:

Communication is of utmost importance—with a employer or peers. Clearly communicate the deliverables you can complete within a day's working hours. Update your employers and peers about your progress in a timely fashion. Nowadays, technology has become extremely friendly with remote working. Conduct your tasks on collaborative platforms like Google Sheets, Google Classroom. This way your employers and peers can monitor your progress in real-time.

Maintain a workspace:

While working from home, it is very important to assign a workspace. Work from home, doesn't mean work from your bed. Find a spot, preferably with a desk and chair, which you treat as your workspace. Treat this as your designated workspace and maintain it how you would your desk in an office.

Minimize Distractions:

It is very easy to get distracted when working from home. Identify your biggest distractions and knock them down before settling into work. Put your phone on silent for all non-essential notifications, strictly no Netflix or TV during work hours. Along with social distancing, practice social media distancing too. Inform those also quarantined at home with you about your work schedule and understand theirs. Set some ground rules and boundaries. If you can, wake up before the rest in your house as it will be the most peaceful time of the day.

Pay attention to their emotional needs:

Your children may need some extra love, affection, and attention during this time — even if a tantrum leaves everyone involved feeling exhausted or frustrated. Your children are tapped into your emotions, as well as the overall energy of the world. They may have a difficult time adjusting to a new routine or feel overstimulated. Play calming music throughout your home to help stimulate feelings of relaxation.

Stay motivated:

Stay motivated and motivate others—peers, family members, friends. Take the appropriate number of breaks to stretch and breathe. Go to a balcony or a window for some fresh air. Most importantly, take breaks to wash your hands and face. This will refresh you and also help get rid of germs.

Create an eating plan:

Plan out your meals and snacks ahead of time, such as at the beginning of the week or workday. This prevents you from working to the point of hunger and then scrambling to decide what to eat. You should also avoid eating at your workstation. Choose foods to boost memory, concentration, and alertness, such as pumpkin seeds, dark chocolate, and eggs. Limit your intake of refined carbs, processed foods, and sugary drinks.

Stay Active:

Even if you spend a lot of time at home, you likely take occasional breaks outside. Incorporate more exercise into your daily routine and make a point to get outside if you can, even if it's to the rooftop of your building.

Take a short walk:

The importance of walking has been documented by many creatives through the ages. You don't need to walk miles for it to be effective. Take a 20-minute walk once or twice a day, especially when you're feeling frazzled or indecisive.

The Pomodoro Method:

Some people swear by the Pomodoro method, which is a time management technique. To try it, set a timer for 25 minutes and then take a 5-minute break. After four 25-minute sessions, take a break that's 15 to 30 minutes. Continue these intervals throughout the day.

Seize the day:

Many yoga and meditation teachers are offering free online sessions during this time. Take advantage and join an online session. Having a break in your schedule may help you manage your time wisely throughout the day. Working from home during this time may not be what you planned, but you can make the most of it. You may find yourself living a life that feels like an extended snow day or summer holiday. It takes time to get used to the new normal, so give yourself time to adjust to your new work life.

Conclusion:

Have faith in your ability to adapt and find the sweet spot in your work-life balance. Pat yourself on the back for everything you've accomplished, even if there have been some speed bumps along the way. Achieving everything is not easy and we live and learn. You're not going to ace this in one day, give yourself time to ease into this setup and figure out what works best for you. Remember, we're all in this together.

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