WORK FROM HOME TIPS THAT WORKED FOR ME

Kishan Golyan
MBA (Class 2013)
Associate Director
Citibank Singapore

TAKE THE EFFORT TO SET-UP YOUR HOME OFFICE:
If you anticipate working from home to become a more common mode of working for you, take that effort to set-up your workspace at home. Get that mouse/keyboard/monitor; find a spot in the house that works well for you and your family – remember you will be sharing the space with them.

HAVE A ROUTINE:
It will keep you motivated and productive. If you have kids doing home-based learning, the routine will help them thrive too. We try to follow the usual morning routine – bathe, breakfast and “off to work or school” – gets the day started well.

MAKE EXERCISE PART OF THE ROUTINE:
My personal experience is that workspace ergonomics at home are less optimal than at office. So, regular breaks, stretching and exercising become even more important in order to stay healthy and manage stress.

CONNECT WITH YOUR TEAM REGULARLY:
Set-up a team catch-up – something short even if just once a week. Ask the team to share their experiences and tips about what is working for them and what is not, provide important updates if any, ask for feedback. This will help the team to stay connected.

REMEMBER TO HAVE FUN:
Remember to “leave office in time”, connect with your family, pump up the music when possible, cook and eat together and do not forget to schedule your vacation time even while travel restrictions are in place. It is important to care for oneself by creating space and time to decompress.