

TWO TRUTHS AND A LIE

When it comes to working from home, there are many misconceptions about what it should look like. So, we've mapped it out for you... with two truths and a lie.

TRUTH	TRUTH	LIE
<p>KNOW YOUR WEAKNESSES.</p> <p>Like the sweet treats in the office, your home is littered with distractions like TV, chores and more. Control those distractions and get them out of your system before the workday starts. For example, if dishes in the sink are going to distract you from your work, put them away before you check your inbox.</p>	<p>COMMUNICATION IS KEY.</p> <p>When working from home, it's important to bump up your communication a notch. Don't be afraid to schedule a video call or jump on the phone.</p>	<p>IT'S EASY.</p> <p>Not always! People who work from home have to put in a little extra effort in areas that might come naturally in an office environment. This includes overcommunicating, more touch-base meetings and using lots of emojis.</p>
<p>THE 2:3 WFH RATIO.</p> <p>It's said that employees who choose to work from home two days a week find success and balance allowing for three days of collaboration at the office and two days of concentration at home.</p>	<p>SAY HELLO ON CAMERA.</p> <p>55% of communication is body language, 38% is tone of voice and 7% is the actual words spoken (according to researcher Albert Mehrabian). To communicate effectively, consider embracing video calls. This will help ensure clarity and flow of conversation.</p>	<p>IT GIVES YOU BETTER WORK-LIFE BALANCE.</p> <p>Sure, working from home might allow you to throw in a load of laundry between calls, but not being physically present in the office makes it hard to delineate when work stops. When working from home, it's important to create mental and physical boundaries for yourself.</p>
<p>PROPER EQUIPMENT IS A MUST.</p> <p>You don't need a full-on set up like you may have in the company office. But it's important you have your charger, a good chair to mitigate back pain and headphones with a built-in microphone. Don't forget about the other "equipment," which includes key communication tools such as Dropbox, Slack, G Suite, Zoom and Microsoft Teams, to name a few.</p>	<p>FIND YOUR ROUTINE.</p> <p>Routines can be an effective way to feel organized. It could start with a morning routine to queue when work starts. This could be exercise, fresh air, catching up on the news followed by your daily checklist and checking in with your manager. Ending the workday should also include a "shut-down" routine. This routine might be as simple as shutting your home office door.</p>	<p>EVERYONE LIKES WORKING FROM HOME.</p> <p>For some people, working from home can make them feel isolated or lonely. They may like the company office simply for the fact that they want to be in a space with other people. The best telework policies are those that are flexible, allowing people to work from home a couple of days a week if an employee chooses.</p>

