HOW TO BE PRODUCTIVE IN A WORK FROM HOME SET UP  
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Due to the circumstances happening in the world, with the virus continuously ravaging the country, many of the workforce are required to work remotely. Working from home minimized the risks that the workers undergo on their commute to work and in the workplace itself.

Working at the comfort of home can have a lot of perks. It is convenient, the transportation cost is eliminated and there is no rush hour traffic that majority of the Pilipino workers endure, especially in large Cities like Metro Manila. Workplace dramas and conflicts are also avoided since the interactions are limited to virtual. Let us be honest, toxic coworkers are one of the major sources of stress for employees. Working from home also means less supervisions and pressure from higher-ups. You can work at peace without unsolicited advises and comments, win-win, right?

The reduction of stress inducing factors for workers means they are more likely to be effective and productive. The work from home arrangement also exercises the resourcefulness and independence of the employees. Being without supervision means they have to resolve problems and challenges by themselves in order to meet their goals and targets.

However, being at home comes with its own set of obstacles. There are a lot of destruction at home that the office does not have. House choirs, social media, family members, even pets. Procrastination is another hill to overcome when at home. Finding motivation and being effective can be hard, especially when the bed is continuously calling your name like a lover.

But like in other situations and cases, there are ways around these problems. It is all about mindset and conditioning.
To be effective on working remotely, an individual must be at a right mindset. Working at an office or a specific working area is greatly different from working at home. Although the working environment at home can be that of comfort and peace, the space can lack the proper structure and atmosphere as well as cues that an office has. Being at home can also lead to overworking due to lack of proper schedule and timeframe. To counter this, it is a must to develop a work-life structure at home. Build your routine, create a schedule that you will follow strictly. Train your subconscious on following cues and conditions. Having the liberty of doing work at your own phase doesn’t mean you can spend the day chilling and then cram at night.

An effective way to condition your mind for work at home is dressing up for the job. It doesn’t mean wearing suits and corporate attire at home, just wear something other than the stuff you wear to sleep or to chill at the couch. Although wearing pajamas all day sounds absolutely tempting, wearing actual clothes make your mind differentiate work from rest. The same concept also applies to specifically working at a particular space. Set up a workspace where you will work. It can be anywhere in the house, but if possible avoid the bed or the couch since the mind associate those spaces for rest and relaxation. Once you pick a spot, stick with it. Do not work anywhere else besides that spot, this trains your mind to recognize the space as work space thus motivating it to work rather that tempt you to sleep or watch TV.

Time management is also vital in an effective work from home dynamic. Time out the same as how you leave work, it is easy to overwork at home, but try avoiding that. Unless it is a ‘daily’ target that needs to done that day, leave it for tomorrow. It still very important to maintain good health and physical wellbeing.

Being at home means no commute, so why not use that (supposed) commute time to organize the tasks and targets for the day this way once you begin working, at the time you need to, everything will be
in order. Listing down the things to be done according to its importance and urgency also helps with accomplishing task effectively

At the end of the day, even if its work from home, it is still work. Having the chance to continue working in this trying time is a great privilege that not everyone experience, therefore it is our responsibility as employees to make it productive and worth-while. But, that also doesn’t mean that we will risk our wellbeing by working way beyond our paychecks. Balance is integral in any situation. Work hard but ever forget to live as vigorously as well.

SOURCES:
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