WORKING EFFECTIVELY DURING THE COVID-19 PANDEMIC

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According to the World Health Organization as of September 15, 2021, globally, the number of confirmed cases of COVID-19 rose to 225,680,357. This pandemic brings a strong impact to all of us most especially those who are working from home during this time.

Despite of all the challenges of our labor force is currently facing, what are the ways on how to be an effective worker during this time of pandemic?

First, you need to have a better practice about managing your time. Plan what you will need to accomplish. We can work effectively during the pandemic times by planning every detail. By listing all your expectations, pressure because of time constraint will be lessened. Plan so that the distractions will be lessened too, like children knocking on the door. Calling you to ask something. You can inform them when you’re having an actual work from home. Motivation, inspiration, and discipline are key elements too.

Second, always do check your mental and your physical health as well. Breathe. Take your coffee. Eat nutritious food. Exercise. We all need a break for everything we do. Self-awareness is the first step in ensuring effectiveness at work. Knowing and diagnosing your psychosocial, emotional, and economic condition shed light to finding viable solutions. Manage your stress and anxiety. Focus on the objectives of the job on a daily basis and not worry about the future struggles. For those people who has to work from home, they have to learn to be productive without being supervised physically by their superiors. They also have to be emotionally strong and survive the lengthy days of not seeing or being around their co-workers who eventually become their friends. COVID-19
has affected a lot of people in the workforce, but it should also strengthen our values and make us a better employee and a much-improved individual.

Third, communicate intelligently. Working effectively calls for focus, conducive work environment, psycho-emotional support in the organization, defines structure, systems and standard. Make sure to apply good interactions with your coworkers. Work plan, deadlines, expectations, make up for backlogs and any changes in work needs to be clearly communicated to prevent miscommunications and wrong expectations that can eventually lead into misunderstanding and conflict.

Second to the last, equipping oneself with technology. Learn from the new technologies one at a time. Make sure your technical gadgets are performing well.

Lastly, always put kindness in everything we do. Being kind helps oneself to feel good. Kindness is everyone can afford to give. Smile, give thanks and give love.

References:

https://covid19.who.int/
United Nations Ombudsman and Meditations Services – “Tips for working well during the Covid-19 pandemic”