

Top tips for working from home

These top tips have been created to help apprentices adapt to working from home, ensuring that they perform at their best.

1. Routine

Try to stick to your normal working hours as best you can. Get ready for the day, have a shower, get dressed, do your hair etc. These will all help you to feel ready and focussed for the day.

2. Have a dedicated workspace

Try to find an area that works for you, away from distractions and without too much clutter. Put your work away at the end of the day to help you keep your work and home separate.

3. Talk to others

It's important to still connect with people during your day and have conversations that aren't about work. Don't feel bad about calling a colleague for a quick chat.

4. Take regular breaks

You wouldn't sit in front of your laptop from 9am-5pm at work, so ensure you don't do this at home. Try to get up, move around, make a drink (stay hydrated) or speak to someone regularly throughout the day so that you can clear your mind and come back to your screen feeling refreshed.

5. Don't be too hard on yourself

It's understandable that you might not be as productive as you normally would in your office or place of work. Try not to be too hard on yourself or take it to heart if you have a slower day, just know that you are doing your best and there will be peaks and troughs - the next day could be a peak.