

PRIORITIZE COMFORT WHEN WORKING REMOTELY

CREATING THE BEST #STAYATHOME OFFICE

Some employees forced to work from home during the pandemic are no doubt perfectly comfortable with the idea, while others find the abrupt introduction to the unfamiliar concept somewhat distressing.

Where to start? How to make it work so that your productivity and creativity don't suffer? How to deal with the isolation?

Don't despair, we found two expert companies in Halton — Enable Education and PlanIt! Efficiency Solutions — offering advice to ease you into the transition from office to home.

The bottom line is don't simply plunk a chair in front of a table and begin. Put some

thought into a 'home office' because it looks like you'll be there for a while.

Here are 10 things to do to successfully work from home:

1.) A workspace must be set up properly so it does not hamper productivity and efficiency, said Kara Morgan of PlanIt! Efficiency Solutions, who has been working from home for many years.

2.) Designating a specific location, either an area in a room, or a particular room in the house, has practical and psychological implications, said Morgan. "When you enter the space, it will signal your brain to shift to work mode."

3.) Be organized be-

cause you don't want to misplace important items and waste time trying to locate them.

4.) Consider the potential for noise, poor visibility and sunlight exposure because all three can negatively impact not only your productivity, but your mood.

5.) If you don't have access to natural light, use LED lighting, trying to choose bulbs with a warm spectrum tint rather than regular bulbs. Morgan also recommended positioning your screen to avoid glare.

6.) If you buy one thing, Morgan highly recommended it be a comfortable, adjustable chair, versus using a dining room chair with no back or core support. "Prioritize comfort," she said.

7.) Enable Education suggested virtual lunch gatherings for remote workers, so employees get a healthy dose of social interaction. These also serve as reminders to take a break and recharge.

8.) To mitigate feelings of isolation or of being overwhelmed, try meditative breathing and stretching activities, according to Enable Education.

9.) Working online can involve frequent interruptions so perhaps get permission to move your settings to "do not disturb" for part of the day to allow yourself to focus.

10.) Manage expectations, added Morgan, because "this is a shift for you and your family; everyone needs time to adjust to the new norm."



Laurie Del Net photo

When working from home, find a specific location in a room, or a particular room in the home to help you stay in track with your administrative duties, says Laurie Del Net, executive director of the Parry Sound Chamber of Commerce.



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