


## What's the Best Way to Adjust to Working from Home?

Large scale working from home is a new practice for DCF. Employees who are new to working from home may have to change some of their expectations, routines and habits to maintain job performance. Flexibility in experimenting with how to make working from home conducive is a very important step in ensuring individual well-being and sustaining productivity. In addition to the work of each employee, research suggests those who work with their supervisors to assess and reassess the strengths and challenges of remote working can improve outcomes. Here are some research-based tips to help staff working from home.


### prepare for the day

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- Replace your getting ready for work ritual with another ritual
  - Establish a routine that incorporates setting a daily plan
  - Make a "To Do" list with objectives for the day
  - Learn new strategies from your supervisor and co-workers
  - Have an "End-of-the-Day" routine


Having, using and building work habits that support independent task performance are critical for success

Absent the structure and social cues of the office environment, creating accountability helps workers stay focused and engaged in work tasks

### create accountability for yourself

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- Create a process to monitor your work
  - Establish a work journal with daily goals and set a time to review it, note distractions and breaks in focus
  - Set check-ins often and use video conferencing to maintain contact with your office/supervisor
  - Stick to deadlines and provide updates on your progress
  - Work with your supervisor and coworkers to strengthen accountability

### build on past experience

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- Leverage your current experience and take this time to learn new skills
  - Ask yourself and reflect on what you are learning about effectively working from home
  - Identify strategies that support productivity and maintaining connection with colleagues
  - Talk to others about what you are learning and learn from them as well

Workers who have experience with remote working demonstrate stronger job performance when working from home because they have established routines

## take time to socialize

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Isolation and sadness related to loss of connection with coworkers and the agency can have a negative impact on some remote workers

- Face to face interactions and supervision can help to improve productivity and well being
- Get out of your pajamas and get dressed to be prepared for video conferencing
- Take time for social breaks -find other ways to keep in contact (phone, email, etc.)
- Reach out to co-workers who you typically stop by to see in the office
- Know who to contact for help (support hotlines)

## establish work-home boundaries

- Explain to family and friends that you still have the same work responsibilities
- Establish clear boundaries about what kind of interruptions are okay
- Create a sign or symbol to communicate when you are on a priority call

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Establishing deliberate work-home boundaries can help manage tensions that family demands impose on work tasks and reduce burnout and stress

Setting up proper workspaces is important in maintaining health and promoting productivity

## ensure safety and comfort

- Aim to identify a work space that does not create visual, neck, back, or arm strains
- Set up a practical work space that allows for focus, organization and work-family balance
- Complete job tasks in designated work space
- Supplement physical activity to avoid negative health consequences that relate to long periods of sitting and inactivity

### Additional Resources

Self-reflection is a good first step to understanding individual strengths and challenges related to working from home.

### DCF Hotlines/Helplines/COVID

<https://www.nj.gov/dcf/news/Hotlines&Helplines-COVID.pdf>

### HelpDesk

[njspirithelpdesk@dcf.nj.gov](mailto:njspirithelpdesk@dcf.nj.gov) or 1-866-733-2208

Telework.gov