HOW TO WORK FROM HOME EFFECTIVELY

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In the past two years many employees are obliged to work remotely as a result of the global covid-19 outbreak, which is sweeping the country. Working from home reduced the risks that employees face while commuting to work and in the office.

Operating from the comfort and privacy of home has significant advantages. It is convenient, transportation costs are reduced, and that there is no peak hour traffic, which the majority of Filipino employees' face, particularly in urban areas such as Metro Manila. Because the encounters are reduced to virtual, worksite dramas and disagreements are also eliminated. Truthfully, one of the primary stress factors for employees is unpleasant colleagues. Working remotely also implies fewer oversights and pressures from superiors. You can work in tranquility without receiving candid feedback and remarks.

Workers are much more effective in the long term and productive when stress-inducing circumstances are reduced. Employees' adaptability and autonomy are also tested as a result of the work-from-home situation. Without supervision, people must handle difficulties and overcome hurdles on their own in order to carrying out the tasks and objectives. Being at home, on the other hand, has its own range of difficulties. There is a lot of distraction at home which does not exist in the office. House tasks, social media, relatives, and sometimes even animals are all possibilities. When you're at home, complacency is another obstacle to conquer. It might be difficult to stay motivated and productive. However, like in other circumstances and instances, there still are solutions to such issues. It all comes down to thinking and conditioning.

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One must be in the correct mentality to be effective when working remotely. Working at an office or a designated work area differs significantly from working at home. While working from home can provide comfort and serenity, the area may lack the right organization, ambiance, and indications that an office provides. Due to a lack of an appropriate plan and time frame, being at home can also contribute to overworking. To counteract this, establishing a work-life balance at home is essential. Create a habit, a schedule that you will adhere to religiously. Train your subconscious to respond to cues and circumstances. Possessing the freedom to work through your own speed doesn't really imply that you may relax during the day and then rush at evening.

Getting up early for work even at home is an effective method to prepare your brain for work. It doesn't mean dressing up in a suit and business clothing at home; it simply means dressing up in something what you'd wear to snooze or relax on the sofa. Wearing regular clothing instead of sweatpants all day may sound appealing, but it does not your brain distinguish between work and rest. The very same approach can be applied to studying in a certain location. Create a workstation where you'll be able to work. It can be anyplace in the house, but avoid the bed or the couch if at all possible because the mind associates such areas with rest and relaxation. In order to work from home successfully, you must be able to manage your time effectively. Time out the same way you leave work; it's easy to get caught up in work at home, but try to avoid it. Leave it for tomorrow unless it's a 'daily' aim that needs to be completed that day. Maintaining excellent health and physical well-being is still critical.

Because you won't have to commute because you'll be working from home, why not utilize that transit time to organize your objectives and goals for the day? That way, when you do start working, everything's in order. Organizing the tasks to be completed according to their priority and urgency also aids in task completion.

In conclusion, work remains labor, even if it is done remotely. Having the opportunity to work during this difficult time is a tremendous advantage that not

everyone has, so it is up to us as workers to make it fruitful and meaningful. That does not, however, imply that we should put our well-being in danger by working above our means. In any circumstance, maintaining a sense of equilibrium is critical. Now as the cases drops and the normality slowly return, the next challenge is readjusting to working in the office or personally again.

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