

## “Working from Home”

### JCCG Workbook May 2020



**W: [www.jccg.com.au](http://www.jccg.com.au)**

**E: [support@jennycarmuciano.com.au](mailto:support@jennycarmuciano.com.au)**

**P: 0408 137 169**

## Working from Home as @ May 2020



## Your Workspace & your Breaks....

### Workspace & Breaks

#### Dedicate a workspace in your home:

- ✓ Find a space that is suitable.
- ✓ Look for a space with ample lighting.
- ✓ Purchase additional equipment if needed.
- ✓ Ensure seating is comfortable.
- ✓ Set computer height at a comfortable level.
- ✓ Ensure enough desk space.



#### Take regular breaks:

- ✓ Step away from desk for short breaks:
  - ✓ Check the letter box.
  - ✓ Jog on the spot/do star jumps.
  - ✓ Make a cup of tea or eat a snack.
  - ✓ Call a colleague, friend or loved one.
  - ✓ Stretch.



# Your Daily Structure & Routine....

## Building a daily structure & routine



### Think about:

- ✓ Adhering to dress code policies.
- ✓ Being realistic about what can be achieved when WFH.
- ✓ Consider your living arrangements, distractions or interruptions.
- ✓ Consider your parental or carer responsibilities.
- ✓ Home-schooling expectations.
- ✓ Eating healthily & staying active.
- ✓ Taking breaks for lunch & short rest breaks.
- ✓ Prioritise & review regularly.

Discuss any potential road blocks or problems affecting your ability to work from home with your manager & find a suitable solution to make it work for everyone.



## Working from home with children

- Break the day up & schedule accordingly.
- Plan for interruptions.
- Split parenting responsibilities, if possible.
- Communicate regularly.
- Get some fresh air/go for walk.
- Have realistic expectations.
- Organise in advance.



---

## Tips & techniques - managing isolation

- ✓ Stay connected with people you know.
- ✓ Keep in touch with your workmates as often as possible.
- ✓ Video calling should be utilised wherever possible.
- ✓ Maintain regular contact with loved ones & close friends often.
- ✓ Keep fit & eat healthy food.
- ✓ Explore new activities or revisit hobbies that can be done at home.
- ✓ Listen to your choice of music, radio or podcasts.
- ✓ Watch some comedy, skits or memes that make you laugh.
- ✓ Seek professional help if you feel you're not managing well - contact your EAP or your Union for support.



- ✓ Keep fit & eat healthy food.
- ✓ Explore new activities or revisit hobbies that can be done at home.
- ✓ Listen to your choice of music, radio or podcasts.
- ✓ Watch some comedy, skits or memes that make you laugh.

---

---

---

---

---

---

---

---

---

---

## Staying connected....

### Staying connected with others

- Friday night hangouts.
- Play online games while video calling.
- Write a letter to a friend or relative.
- Going on a bear hunt with the family.
- Watch Netflix together.
- Video calls.
- Phone calls.
- Social media.
- Friday Funnies.
- Book club.



WhatsApp



TikTok



## Managing WFH - Expenses

- ✓ Refer to your employer's finance or HR policies/procedures.
- ✓ Discuss reimbursement processes/approvals with your Manager/Team Leader.
- ✓ If you are not reimbursed, you may be eligible to claim some expenses as a deduction at tax time. Visit [www.ato.gov.au](http://www.ato.gov.au) for further details.

## Managing WFH - Health & Safety

- ✓ Perform a self-assessment of your workspace.
- ✓ Make any necessary ergonomic adjustments.
- ✓ Take regular breaks & stretch.
- ✓ Recognise when you're mentally not coping & seek support.
- ✓ Ensure that your working environment is safe for you to perform your work effectively.
- ✓ If your home environment is not safe, speak with your employer or your Union.



## Managing WFH - Useful Resources

1. Safety when WFH: <https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/working-home>
2. Games to play online: <https://www.elitedaily.com/p/8-online-games-to-play-with-friends-for-a-virtual-hangout-22698821>
3. Funnies: <https://productcoalition.com/15-working-from-home-memes-to-brighten-up-your-day-da75634aa79>
4. <https://positivepsychology.net.au/>
5. Beyond Blue: [www.beyondblue.org.au](http://www.beyondblue.org.au)
6. ATO [www.ato.gov.au](http://www.ato.gov.au)

## My Personal Action Plan:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_



For further information, feel free to contact us via [support@jennycarmuciano.com.au](mailto:support@jennycarmuciano.com.au), [www.jccg.com.au](http://www.jccg.com.au), 0408 137 169 or our JCCG LinkedIn & Facebook pages.