Tips for working from home

The outbreak of the Coronavirus has caused many to go into social isolation and will result in many people working from home. If you're new to working remotely, these tips can help you stay productive and maintain balance.

Designate a specified work space

The first step in being disciplined in your "work from home" operation is to designate an area of your home. This will help with focus.

Maintain regular hours

Set a schedule, and stick to it. Having clear guidelines for when to work and when to call it a day helps many remote workers maintain work-life balance. Work the hours you normally would work in the office environment. Maintain the same breaks (tea, Salah, lunch).

Develop a routine

Get started early. When working from home there is always the temptation of sleeping. Set a routine and stick to it.

Routine empowers us with discipline and creates balance between personal and work life. It encourages productivity and eliminates lethargy.

Pretend like you are going into the office

The mental association you make between work and an office can make you more productive, and there's no reason that feeling should be lost when telecommuting. When working from home, do all the things you'd do as if you were going to the office.

Set ground rules with the people in your space

Set some basic ground rules with others in your home or who share your space. All should understand the distinction between work time and family time.

Time management

Manage your time and be punctual on Salah – allocate time for daily Zikr and Dua.

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