

# Working from home tips



## Routine

Schedule your day just like you would if you were in the office.



## Workspace

Workzone an area of your home so that you can leave that space behind at the end of each day.



## Logging Off

Log off, just like you do in the office.



## Breaks

Break your day up so that you can take regular trips to the kitchen or local coffee shop to maintain engagement throughout your day.



## Background

Listen to music, the radio or TV to soften the silence at home.



## Communication

Create meaningful conversations and interactions with your colleagues throughout the day to maintain positive relationships with your coworkers.



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