

# Top ten tips for when working at home

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1. Don't underestimate the **isolating effect** of everyone working from home.
2. Plan a short regular catch up call for the team so that everyone has some **real human contact** - in terms of voices at least.
3. Plan something similar for management so that they can keep in touch quickly regarding live issues and be ready to deal with team issues/queries.
4. Think about other ways to keep in touch - to **replicate the social elements that the office environment provides** eg: WhatsApp or other social media groups.
5. Keep your **diaries up to date and visible by colleagues** - people can't ask you quickly when you are free to catch up, so your electronic diary is all they can look at. If you need to build in thinking or preparation time for existing work, block out the diary.
6. Think about how best to spot signs of stress in staff or capacity issues (too much or too little work) when you don't have visual clues to work from.
7. Respond as promptly as you can to acknowledge receipt of emails.
8. Think about ways to communicate in **small groups** as well as larger ones (just as you would in person) - group emails and calls are great for disseminating information quickly, but not everyone feels comfortable replying to "all" or speaking on large group calls.
9. Try to create a **structure and routine** for your working day with start and finish times to distinguish work time and home/personal time.
10. Keep active - **take regular breaks** - the water cooler and kettle in the office are there for a reason!

## Any questions?

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