



TIPS FOR WORKING FROM HOME

Your company has asked you to work from home for the next bit of time. At Adobe, we know what that's like. At the moment, we're settling into a new normal where many of us are working remotely. We're learning ways to connect, collaborate and make meaningful progress, no matter where we are. Here are some best practices we've found helpful.

Put routines in place

Get dressed

It might be tempting to stay in your pyjamas. Yet, by changing into your favourite work-from-home (WFH) clothes, you signal your brain that you're getting ready for a day at the "office." Whether you're planning to design a new web page or make edits to a PDF document, this simple step makes it easy to switch into work mode and be more productive throughout the day.

Set a schedule

Make a work plan you can stick to and then clearly communicate it to your partner, children and others who live with you. If you're also blending new homeschooling duties into your work week, you're not alone. Make sure that you include these in your daily schedule and set up an "out of office" notification during those times so colleagues know when you're unavailable.

Take breaks

Oddly enough, it seems even harder to pull yourself away from the screen when you're working from home. But it's essential if you want to avoid WFH fatigue. Build 15-minute breaks into your work schedule, block a half-hour on your calendar for lunch and make sure that you stay hydrated by taking regular water breaks throughout the day.

Move your body

Commuting, dashing from a photo shoot to a live review, walking to the restaurant around the corner for lunch — these all add steps to your days. When WFH, be mindful of the need to move. Consider starting your work day with a workout. Add "stretch my legs" reminders on your calendar. Budget time for a daily walk. And try standing for a virtual meeting or two each day. Your body will thank you.

Outfit your home office

Make a space

Just like getting dressed, it's important to go with purpose to a designated "office" in your home. It tells your brain it's time to focus on editing that video, drafting that presentation or analysing the results of your latest campaign. A room of your own is nice to have — with a door you can close, even better — especially if children or pets are home. If that's not possible, find a corner you can claim as your WFH zone.

Upgrade your gear

Resist working on the couch or in bed. Use a firm chair, sturdy table and appropriately sized monitor to protect your arms, neck and shoulders. Choose a good headset to make the most of conference calls and cancel unwanted noise — and make sure that you keep it in the same place when not in use so you know right where it is the next time you need it. Finally, find out whether your Internet connection can handle the added WFH load. Check your Internet speed to make sure you're set up for success.

Get team tools

These days, a fantastic array of collaboration tools makes it really easy to stay productive and connected from home. Your team can create and review documents and designs and keep things moving with Adobe Acrobat and Adobe XD. You can hold virtual team meetings with BlueJeans or Zoom and bigger corporate ones with Adobe Connect. Send instant messages to colleagues and teams through Slack.

Keep productivity flowing

We're here to help teams keep going — even when everyone's WFH. For Adobe Creative Cloud users, you can rely on Creative Cloud Libraries to help you to access the right creative assets, right when you need them. Plus, integrations with everyday productivity tools like Microsoft Teams, Slack, Jira and others make it super simple to brainstorm, chat and iterate on projects together. For Adobe Document Cloud users, count on our tools for sharing and reviewing files, getting documents signed, converting paper to digital and so much more — all while working from home.

Keep your kids engaged

Establish a rhythm

Working at home and schooling at home — at the same time, in the same place — is challenging, to say the least. Just like you need to set a firm schedule for your work day, your children will do best in a “home classroom” that's organised around a regular rhythm. When designing an environment that meets your family's unique needs, be sure there's time to learn, play, create and explore — and don't forget meals and snacks, too. Adobe offers a range of tools for adults and children that support creative learning from home.

Create a classroom

If your children are used to going to school, then you can best engage them by creating a familiar school-like experience. If practical, use a “class timetable” that's similar to the one they follow at school — and before you know it, they'll settle in quite naturally. As part of the timetable, make sure that you note the times and topics when you're on as instructor — as well as the times you'll take off your teacher hat and focus on work.

<https://www.adobe.com/uk/creativecloud/tips/work-remotely.html>