

# **Working from home**

Setting up your workspace

1. Choose a space to work in which you can make *comfortable for you* which*:*

* you can screen off from others with a curtain or door is best to keep noise/others/pets out
* has good lighting so you don’t strain your eyes
* you can add plants for air purification
* you can add a picture or art for inspiration
* you can set up a fan or air conditioner
* you can dedicate as a study only zone

Image Source: Pxfuel

2. Set up your computer and desk

* If you can’t make a dedicated study space, set up and take down a ‘work space’ each day to create a routine and let others know you are studying
* On a limited budget an external keyboard and mouse for a laptop will make a comfortable workstation
* Keep your study desk clear of personal items and clean it of rubbish at the end of each day
* Use a stack of books to adjust the height of your monitor/laptop if you need so you don’t strain your neck

3. Negotiate with others in your household

* Ask the others in your household to respect your study times by keeping noise down
* Ask others to respect your study space and not bother you when you are there
* Ask others for help if you need someone to discuss an issue with
* Respect the fact that others may be adjusting to you studying from home, so negotiate ‘noisy’ and ‘quiet’ times that work for everyone

Working and studying from home

1. Set a routine and stick to it. Research suggests that having a regular routine and regular environmental cues is most effective for work and study.

* Set a ‘start’ time for each day eg. 9am
* Have a dedicated study zone so that your mind moves into ‘work’ mode when you are there
* If you can’t have a dedicated study zone, try having a dedicated study outfit (maybe a JCU shirt) that you put on when you start your study day
* Take regular study breaks at the same time each day
* End your study at the same time each day and ‘put away’ your study materials at that time to signal to your brain to shift gears
* Update your [weekly planner](https://www.jcu.edu.au/__data/assets/word_doc/0004/207382/Weekly-planner.docx) to adapt to studying from home

2. Prioritise your mental and physical fitness:

* Set boundaries on study time and stick to them – know when to stop
* Ensure you are planning a relax and recharge time in your schedule
* Ensure you are getting enough regular exercise to maximize blood flow
* Use different types of music to enhance different activities (study music vs. exercise music)
* When you need help, reach out to a tutor, lecturer, or friend
* Make sure you talk to someone outside your household each day – pick up the phone, or make a video call
* Learn how to manage stress by trying a [quick meditation](https://www.abc.net.au/radio/programs/mindfully/work-meditation-manage-your-stress/9920596)