Tips for successfully working from home.

Coronavirus means more people will be working from home. If you're one of those people but aren't used to working from home, or just don't like doing it, we've put together some tips from seasoned home workers to help you be prepared and productive.

• Working alone in an empty house can feel lonely so keep up-to-date with your boss and colleagues via regular phone calls. If you think it would benefit you, have a check-in with your manager at the start and end of the day

• Set up a group chat with your colleagues and create your own online version of an office chat

• Have a routine, this includes having regular working hours, and set regular breaks away from your desk. Go out if you can for some exercise and fresh air

• While it may be tempting to lounge in your pjs all day, experts universally advise workers get dressed and set up an "office" at home. If you have the space this would ideally be in a little-used room with a door you can close when you "clock off"

• Don't watch any TV during the day, not even lunchtime

• Call people rather than just email to avoid feeling isolated.

• Log out of social media if you can or have set time limits on it

• It's important to get up and walk around once in a while

• Have a to-do list to help keep you focussed

• Let family and friends know you're working and be really strict with it – it's amazing how people think you can just drop everything when you're WFH

• If you're usually a social team then why not share an after-work drink with colleagues over Skype, it might sound weird, but because everyone finds it weird it can be fun!