

WFH Engagement Tips



WORK IN DIFFERENT AREA OF THE HOUSE/APARTMENT

Try to work from another area of the house or different area of the same room, or put on some headphones and listen to music. The bottom line is to let your partner about how much space you need in order to focus.



TELL THEM WHAT IS YOUR "WORK MODE" AND SET BOUNDARIES

Communicate ahead with your partner, what's the best way to interact during a workday, is it by text, email or can just knock your door. Also share your designated office hours/meetings times to your partner so they can know when not too interrupt your work



DETACH FROM ARGUMENTS AND CONFLICTS DURING WORK HOURS

Leave work at "work" even when the workplace is your home. If there is conflict at home during work hours, sit with your partner, listen to them and don't get defensive



COME UP WITH A SCHEDULE TOGETHER

Meet in the kitchen for lunch, take breaks together to feel connected with your partner, schedule some lunches and breaks together, avoid talking about work during these times. Schedule these lunches and breaks into your work calendar and treat them as importantly as you would a work meeting



SET ASIDE ALONE TIME TO RECHARGE

"Everyone needs alone time to recharge. If your partner says that they need some time alone or with friends, don't feel bad. And don't feel guilty asking for alone time or time away. Without free time, tension spills over into the relationship.





6 Tips to *Effectively* WORK FROM HOME



KEEP YOUR DAILY OFFICE ROUTINES EVEN AT HOME

Stick to your usual morning alarm(s), lunch breaks and bed time schedules so you can start and end the day as usual to keep the working momentum



DRESS LIKE YOU ARE GOING INTO THE OFFICE

We know pajamas are cozy and comfortable, but dressing yourself like you are going to work can get us into the "work" mode faster and easier. Nonetheless, keeping up with personal hygienes 😊



SET UP A WORKING ZONE

Create a work space that allows you to work without distractions. Communicate with family/ house mates in advance about your preference while in your work zone (eg. knock the door, no random chatting, pets & kids during break times only)



BUILD DAILY TO-DO LIST

Keep close track on daily deliverables by building daily to-do list with specific completion timelines. Good to share this checklist with teammates to ensure everybody is on the same track



STAY CONNECTED WITH THE TEAM

It's normal if you feel lonely when WFH, but you are not alone. Keep close contact with your team via WeChat, video calls to keep the social interaction you need and support each other through this hardship!



DEVELOP WORK-LIFE BOUNDARIES

It's easy to blur this line when WFH, avoid working in bedrooms and during family/meal times can help set this boundary. Take short breaks or walk for fresh air to keep yourself energized



5 Tips to Maintain **MENTAL WELLNESS**



LIMIT EXPOSURE TO NEGATIVE INFORMATION

We can find ourselves over-consuming news and updates. Try not to become absorbed in the coverage for long periods of time, and find opportunities to appropriately disconnect



STAY CONNECTED & INTERACT WITH THE TEAM

Make good use of WeChat text, calls, video calls to stay connected not just on work progress, reach out to see how's everybody doing, initiate conversations to maintain the social and human interaction you need or just send them a meme 😊



PRACTICE DEEP BREATHING 4-7-8 EXERCISE DAILY

- Inhale for 4 seconds through nose
- Hold for 7 seconds
- Exhale for 8 seconds through mouth
- Practice 10 times daily



EAT WELL, SLEEP WELL & EXERCISE REGULARLY



LEARN A NEW SKILL ONLINE

There's a lot of useful learning resources on our internal learning platform - Q learning at learn.oa.com, where you can always learn a new skill at your own pace and anytime you want