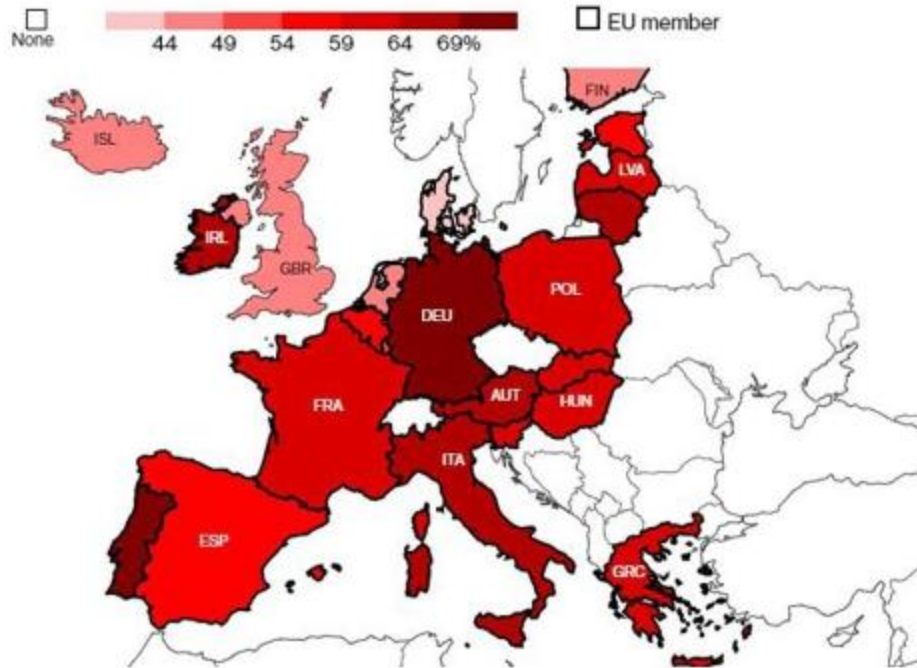


How can you as an employer reduce the challenges of Home Office and make sure that your employees work efficiently?

Europe isn't ready for a full work-from-home lockdown

Proportion of individuals who never worked from home in last year



Source: Organization for Economic Cooperation and Development

Bloomberg

Source: Bloomberg Business based on OECD data

Due to the fact that Corona spreads faster if people are leaving their home and interact in person with other people, actions causing people to leave their homes must be reduced. Therefore, many employers offer their employees to work from home in a Home Office set-up in order to protect their workers and keep their businesses moving forward. In some EU countries, it is already forbidden to go to work if you do not have a system relevant job like a nurse.

Working from home brings a lot of benefits but also some challenges. In times of Corona, the most important benefit is that you protect yourself from getting infected. Another advantage is that you have a flexible schedule. In this way, it is possible to manage the household and take care of the children because the kindergarten is closed.

However, a long-term Home Office confinement brings some challenges like loneliness and the danger of miscommunication between colleagues. How can you as an employer reduce these risks and make sure that your employees work efficiently? This is a relevant question because in some EU countries, more than half of the individuals never worked from home in the last year which is illustrated in the graphic above.

As an employer, it is therefore useful to provide your employees with a series of ideas on how they can manage their work from home in an efficient manner:

1. Create your own working space: It is important to have a separate working place so that your brain focus on the work and will not get side-tracked fast.

2. Morning routine: When you work at the office, many people have their morning routine e.g. drinking a coffee and have a small talk with a colleague. Try to build such routines at home so that you have the feeling that you have now truly kicked off your working day.

3. A timetable: Create a timetable which reflects at which time of the day you want to work on which topic. It's important to have some goals and objectives so that you are focused throughout the day. Create the timetable the day before.

4. Tell customers and colleagues at which time you work: In this way, people know when they can call you and ask their questions. If they don't know when you work and you are always not reachable, they will not call anymore and try to deal with their challenges through others or on their own. And this may bring forward quality issues or wrong solutions.

5. Set up a conference call with your colleagues: Socializing is important. At the office, people can have a lot of small talk. Call other people and include a small talk so that you have the feeling that you belong to a community.

6. Take breaks: Breaks are important for your brain.

7. Call your customers and suppliers regularly: The corona virus strongly influences the economy and the consequences are unclear. Many companies are pushed to their limits. It is therefore important to consult with customers and suppliers in order to ascertain their situation and to guarantee smooth operations or, if necessary, to intervene and look for alternatives.