



COVID-19 UPDATES

Working From Home Like a Pro

As Singapore ramps up its social distancing measures to combat the COVID-19 situation, many of us have had to adapt to working from home suddenly. For many of us, this is a new change to adjust to, and we'd like to share with you some tips to help ease your transition. For those on split shift, some of these tips may be helpful for your productivity at work too! 😊

Common challenges to expect starting out, and how to overcome them

Difficulty managing interruptions and distractions

- Set up a signal that lets others know you're in work-mode.
- Explain to your children, family members why it is important for you to avoid interruptions while working.
- Encourage your children to be self-sufficient and occupy themselves.

Tendency to overwork, hard to switch off

- Work is infinite, you need to set clear start and end times to prevent burnout.
- Create physical boundaries between you and your workspace.
- Set reminders for breaks and the end of the work day.

Loneliness and lack of human interactions

- Include social breaks in your schedule.
- Stay connected with your team and other colleagues through Skype.
- Create new non-work social gatherings online to look forward to – weekly lunch with colleagues over Skype.

Communication Issues

- Communicate regularly and often with your work team to minimize miscommunications.
- Clarify expectations on how often to check-in with your team and keep each other updated on work progress.

Technology Hiccups

- Set up your home workspace properly to make it conducive for audio/video calls when needed.
- Have an earpiece ready for better quality of audio during calls.
- Mute your microphone when not speaking to minimize noise.

Balancing Different Roles

- Make full use of the flexibility that WFH affords to balance your roles at home.
- Explore possibility of staggering working hours with other family members so they can help with guiding children.

Operational Psychology Branch

If you require additional support, please contact us at 65469500 or PRIS_MR@PRIS.GOV.SG



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