

DHL GLOBAL FORWARDING

TOP TIPS FOR STAYING PRODUCTIVE WHEN WORKING FROM HOME

With working from home becoming the new reality for many people, Daniela Kerkhoff-Guenther, VP Talent Attraction, Talent Management and Engagement at DHL Global Forwarding and an expert at working remotely provides some tips on how to stay productive and manage a team while working from home. For first-time home officers, Kerkhoff-Guenther's advice is simple: "You need to have the right mindset. You can do almost everything from home." Kerkhoff-Guenther sticks to a few rules when working from home.

1. Establish a designated working area

"Make sure to choose a place where you can focus," says Kerkhoff-Guenther, who is now getting used to working from her home office while her husband and two children are also at home for the time being. "If possible, make sure you have a quiet zone to work from – a large kitchen table or a desk in your bedroom – and ideally a big screen to which you can connect your laptop."

2. Dress for the job

"This is something that also puts me in the right mindset for work," explains Kerkhoff-Guenther. "I always start work at 8:00 a.m. – that is super important to me. If possible I try to work on a topic in the morning which needs a lot of attention and concentration."

3. Plan your day

Just like when you are at the office, to-do lists are also important at home. "I use OneNote for planning my tasks," she says. Kerkhoff-Guenther also stresses that it's important to take breaks. "You might need to schedule a 15-minute break in your calendar," she says. "I must admit that I'm still working on that."

4. Communicate with your team and colleagues

Kerkhoff-Guenther says it's important to use the available communication tools to regularly check in with your team and colleagues. "During home office, I miss lunches with colleagues and small talk in the kitchen. I try to compensate with 'virtual coffees', which started when one day I thought 'it's a shame we can't go for coffee like they do in the Post Tower.' So I started having virtual coffees on a 1:1 basis with colleagues. It's not so much work related, but a way to see how everyone is doing."

5. Set boundaries with your family

"Ideally you'll want to set clear rules when your family can and cannot interact with you," she says. "Because of the current situation, during the evening my husband and I now discuss the following day's schedule with our children. We also agree on who supports them with their 'home schooling' at which point of the day."

Kerkhoff-Guenther says it's also important to have a "highlight of the day" while working at home: "This could be a joint dinner with the family that you look forward to."