

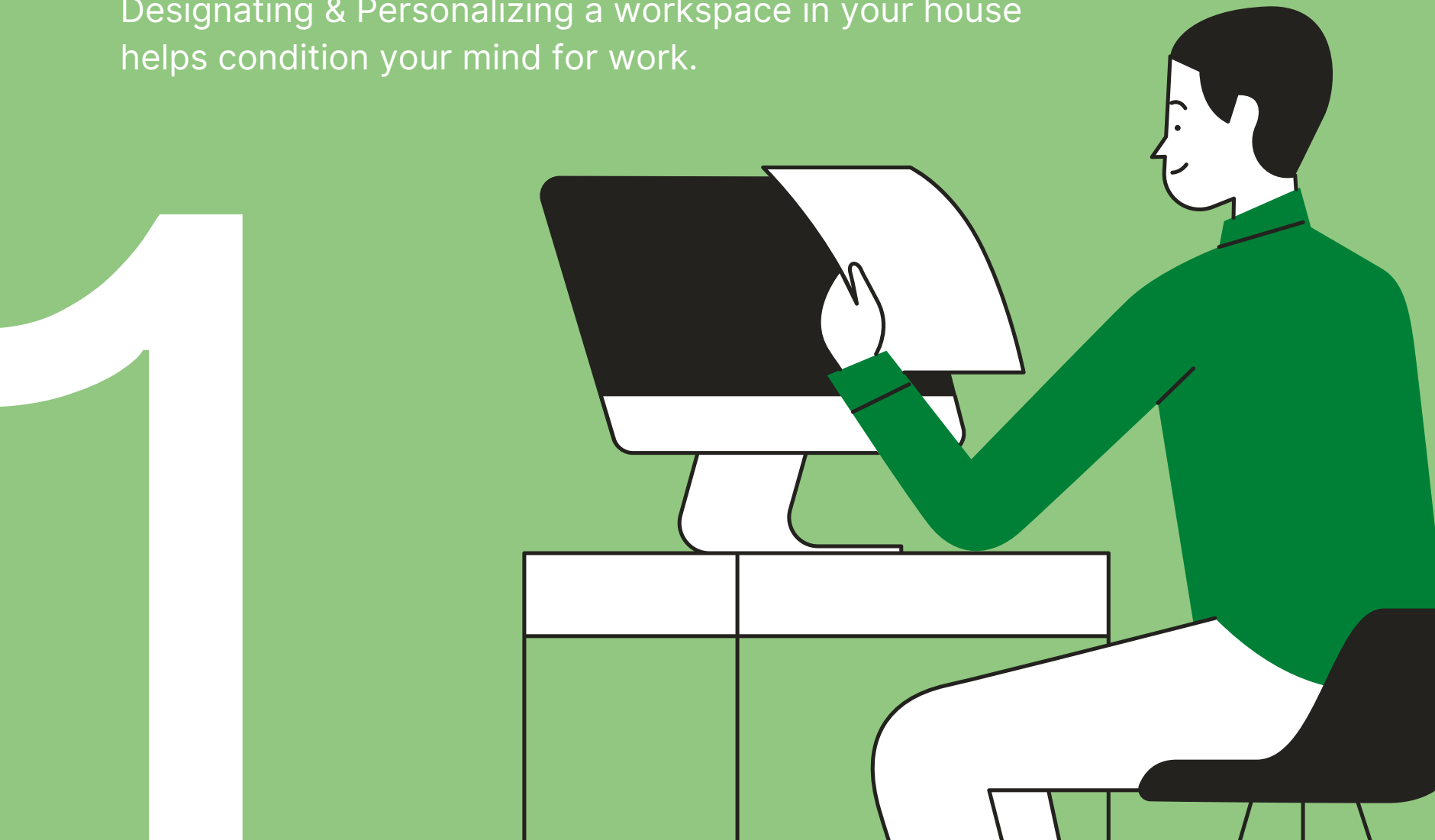
AN ESSENTIAL LIST FOR

Work from Home



A dedicated workspace

Designating & Personalizing a workspace in your house helps condition your mind for work.



Create a **Focus Music Playlist**

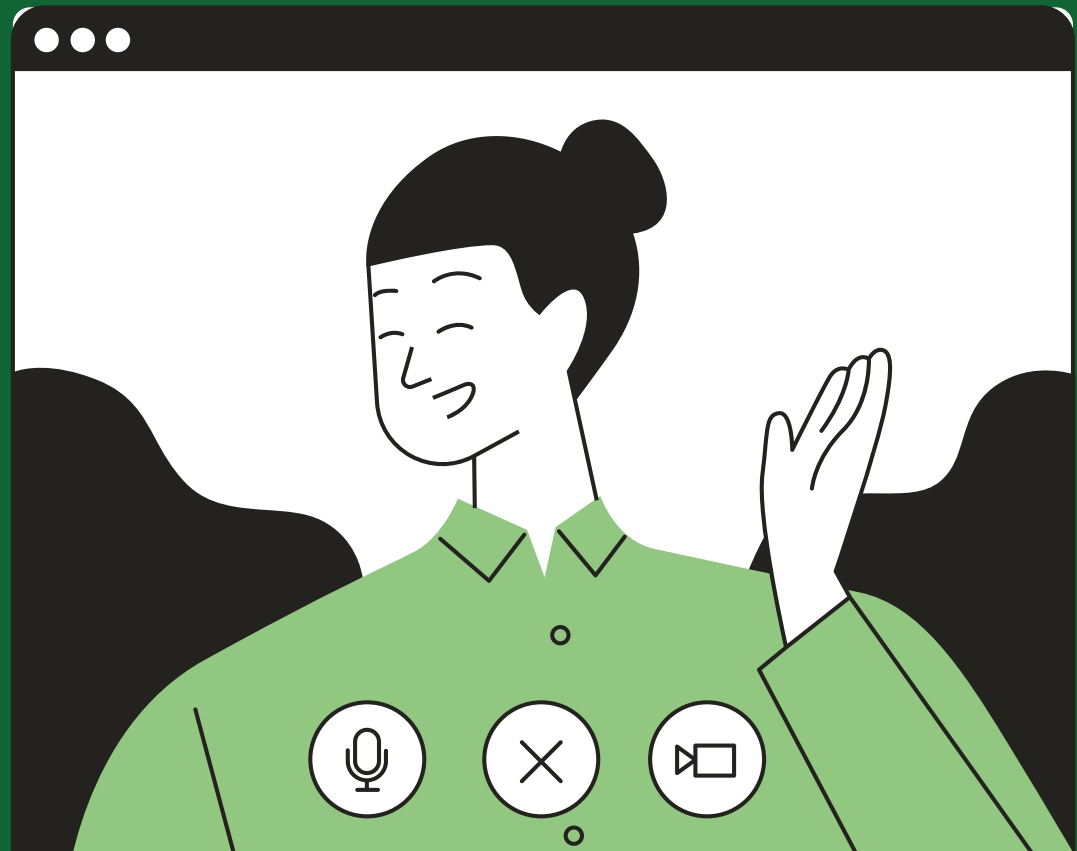


Music changes our mood, creating a Focus playlist conditions our mind to be ready to get work done.



Familiarise with Video Conferencing and Chat apps

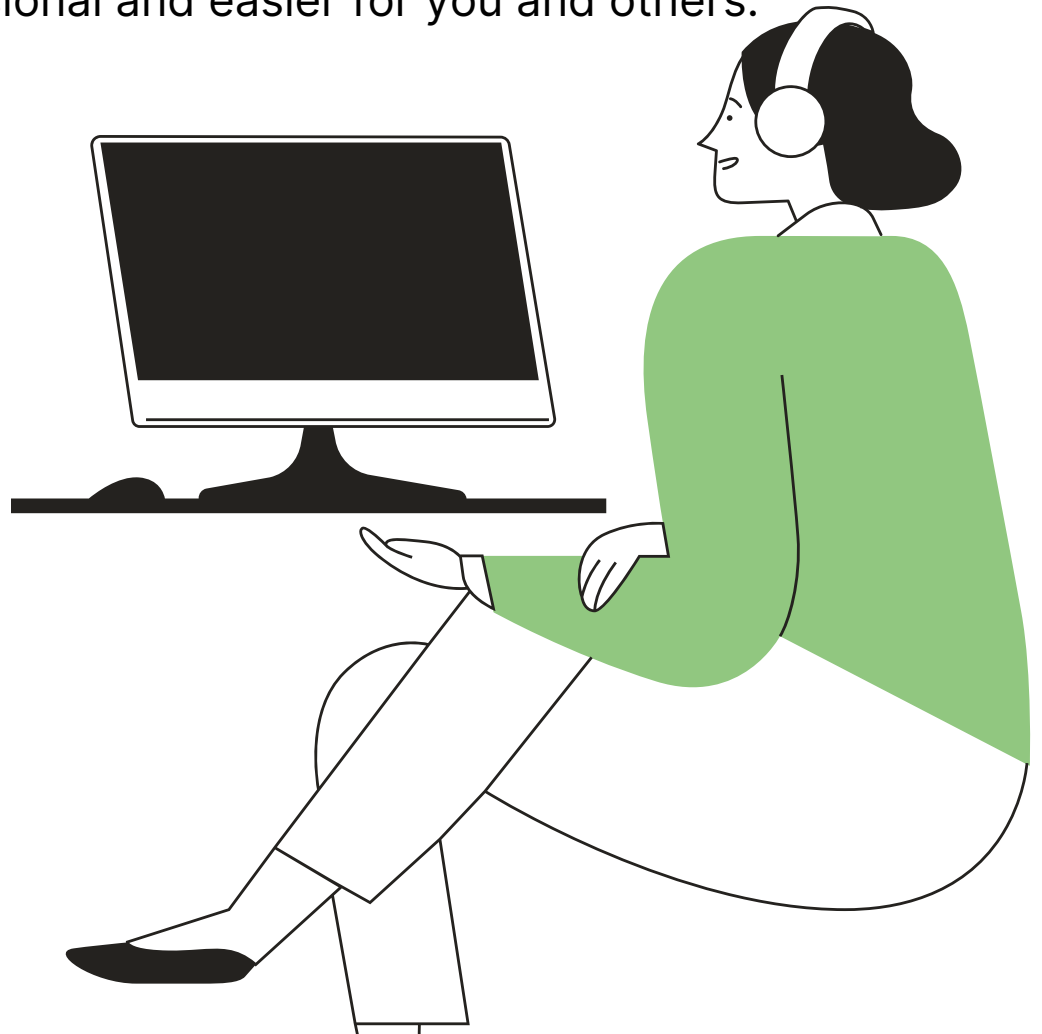
Conferencing & Chat tools are the New Norm. Different organizations use different apps & tools depending on security and infrastructure considerations. Be familiar with as many as possible.



Use Earphones or a Headset

Sound from just the laptop or computer device may cause echo or pick up background sounds during the conferencing or chat. Using earphones & headset will make it more professional and easier for you and others.

4



A good internet connection

Your internet bandwidth may not be within your control, but you can do your regular maintenance to keep it at optimum level. Do a **Power Cycle** whenever you feel internet is slowing.



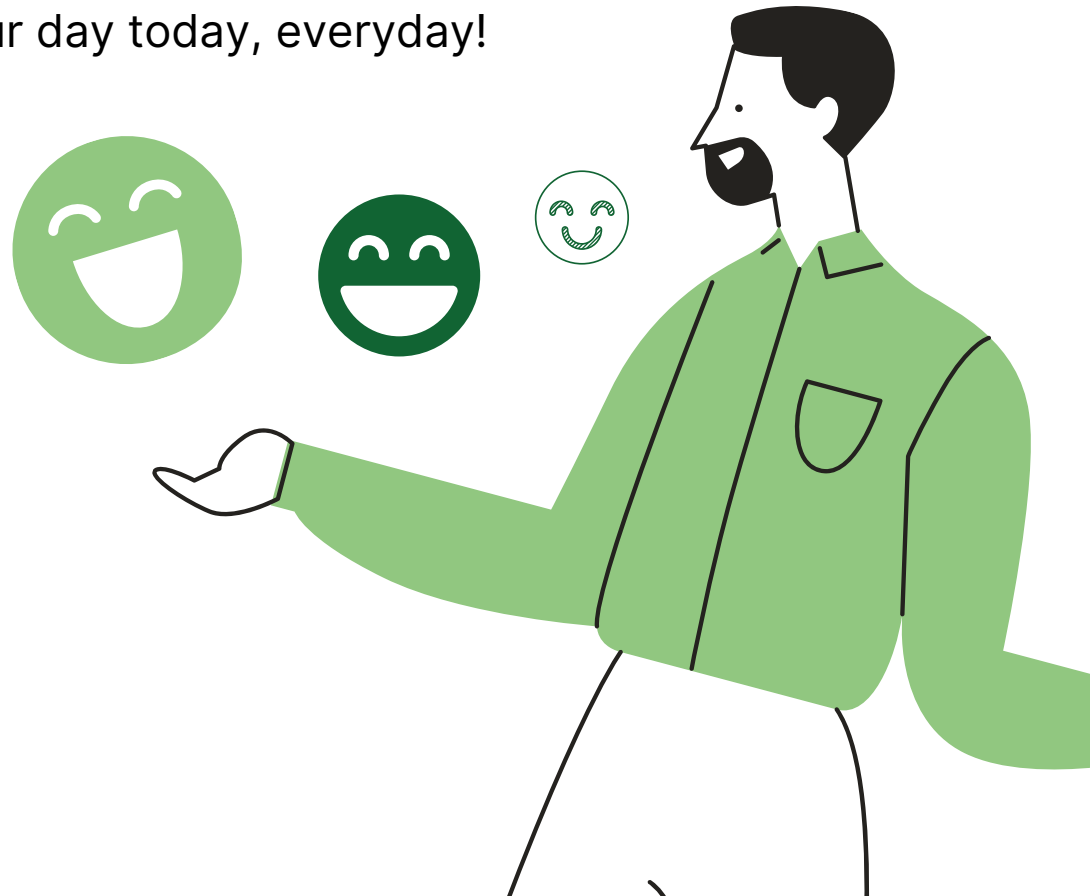
Connect & Communicate to your Team regularly

Working from home may increase the sense of isolation and helplessness, and this is very harmful to our mental wellbeing. Caring communication from people whom we trust are important to give us that sense of connection. Make it a point to connect with 1 person everyday.



Decide that Today is going to be a Great Day

There are many things not within our control, such as when all this is going to end. Rather than squandering energy to unproductive things, focus your energy and headspace on things you can control! Our Mindset... Decide **TODAY is going to be a Great Day...** and **Expect that...** you will attract goodness and positivity into your day today, everyday!



Let's help
#StopTheSpread
by staying home and
working remotely when
we can



iGROW CorpHealth is the division of iGROW that **focuses on Employee Engagement, Employee Health and Wellbeing.**

Schedule a 10min Call
at **www.iGROW.sg** with our Team to see if we can support you.

