Based on research carried out over a number of years, the following are some key useful tips and recommendations for people who find themselves working from home for extended periods of time:

1. **It is extremely important to ‘carve out’ a practical, quiet work area in the home.** You must separate the domestic space from the work space; you’re either at work or at home!

2. **Carefully plan out and structure your working day.** This becomes much more important working from home as technology will blur and distort time and you will find yourself working at unreasonable hours and for unreasonable lengths of time. If you normally begin work at nine then do so at home also. Take your full lunch break and coffee breaks, and finish at five or six in the evening, making sure to switch off your computer and all other work technologies.

3. **Don’t neglect the social.** ‘Water cooler’ moments are very important features of working with any organisation so seek to continue this practice with colleagues but remember, such moments are mostly social and not always about work. Simple free technologies can support and strengthen these important social ties and connections.¹

4. **Be mindful that your consumption patterns will change and most likely increase significantly.** The routine costs of working from home are often shifted from the workplace to home so what you save on fuel will be offset in additional energy consumption in the home, for example. With this increase in overall consumption comes an increase in waste.

5. **An Employer can make a payment of €3.20 per workday to an eWorker employee without deducting PAYE, PRSI, or USC to help offset these additional expenses, such as heating and electricity costs.²** Amounts in excess of €3.20 paid by the employer will be subjected to tax.

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For more information please see:


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¹ Please make contact if you are seeking some advice or recommendations on these simple technologies.