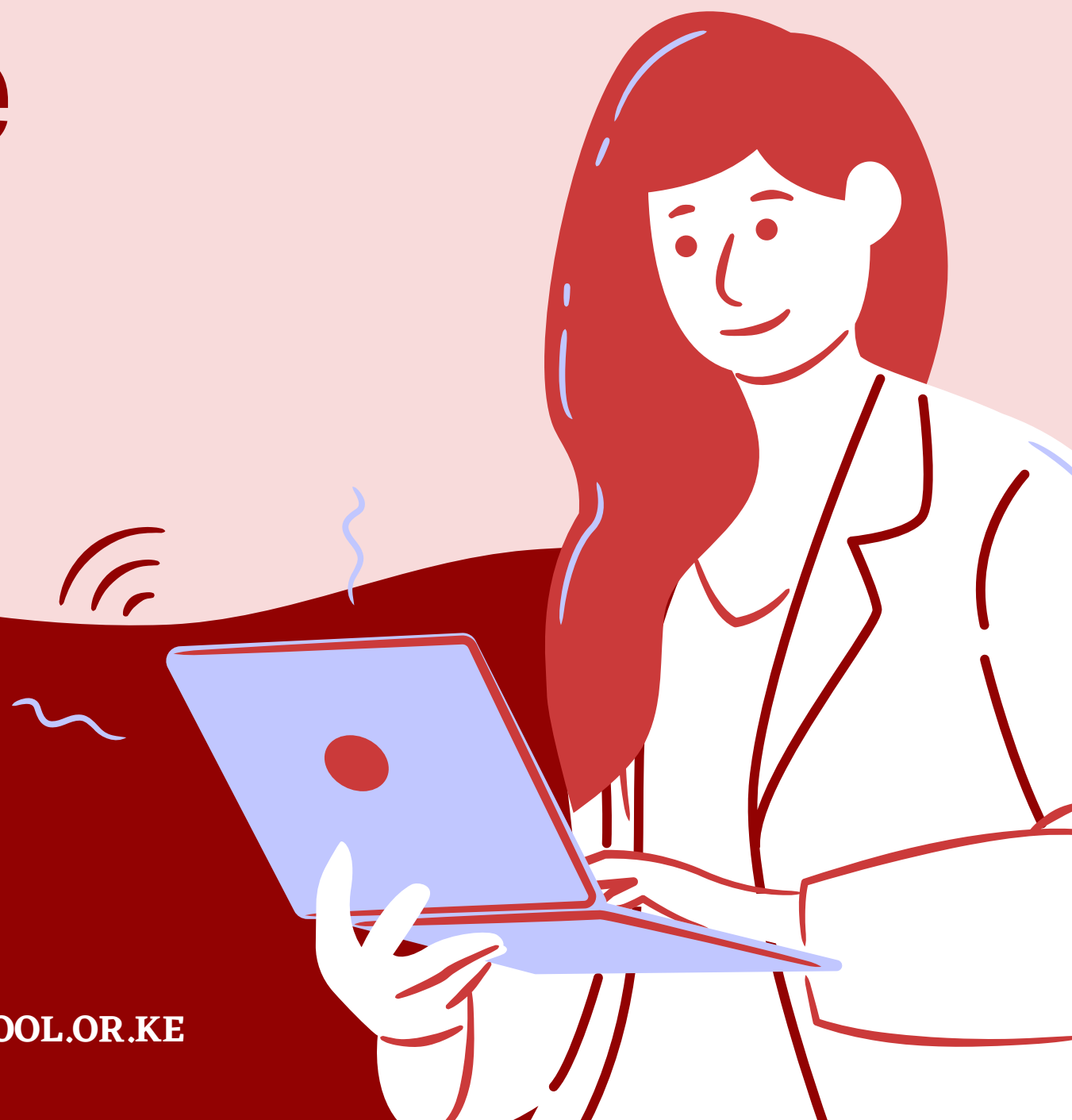




To stop the spread of infection, let's encourage employees who are able to work remotely to

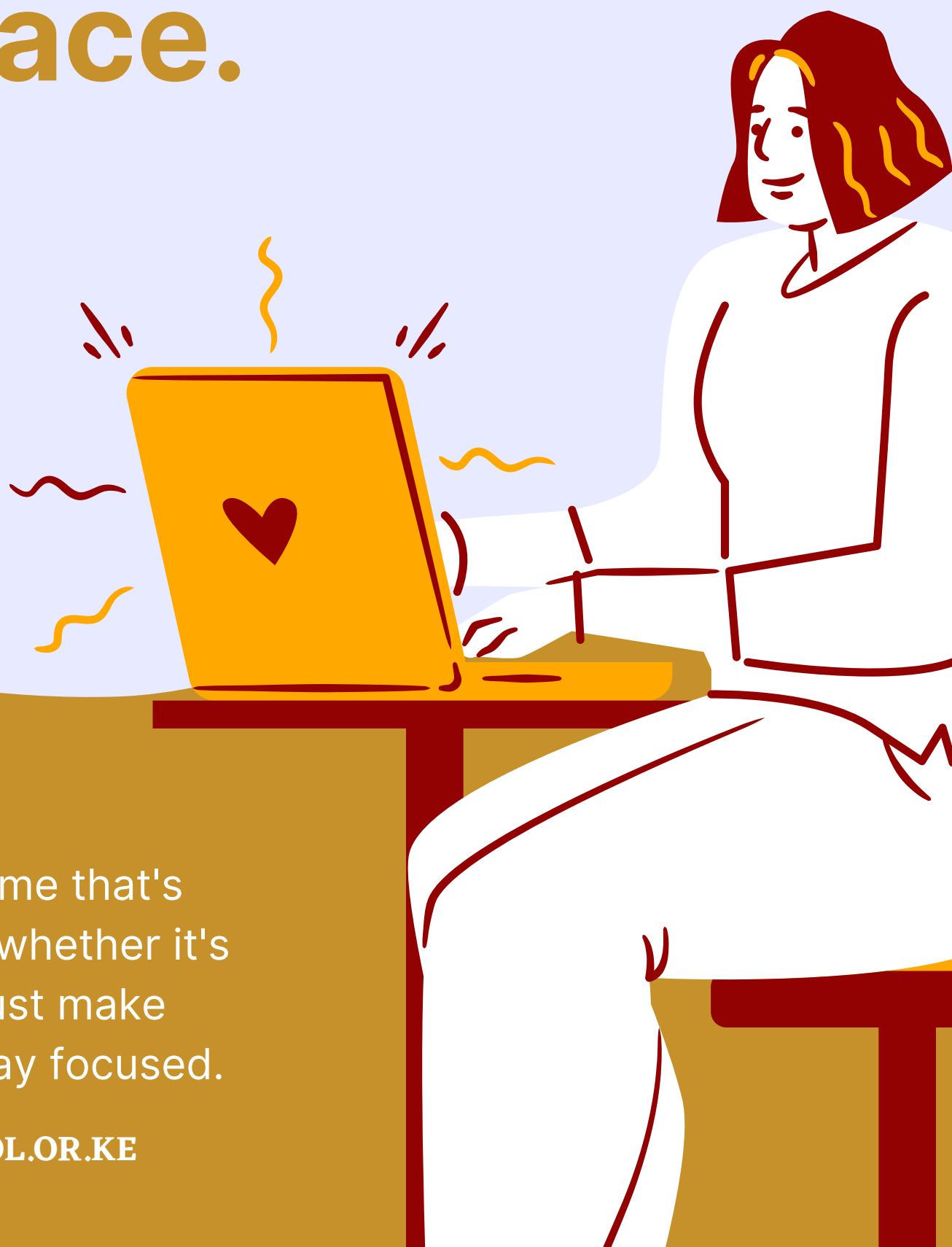
Work from Home



Not sure how?
Let us help with a
few tips and tricks:

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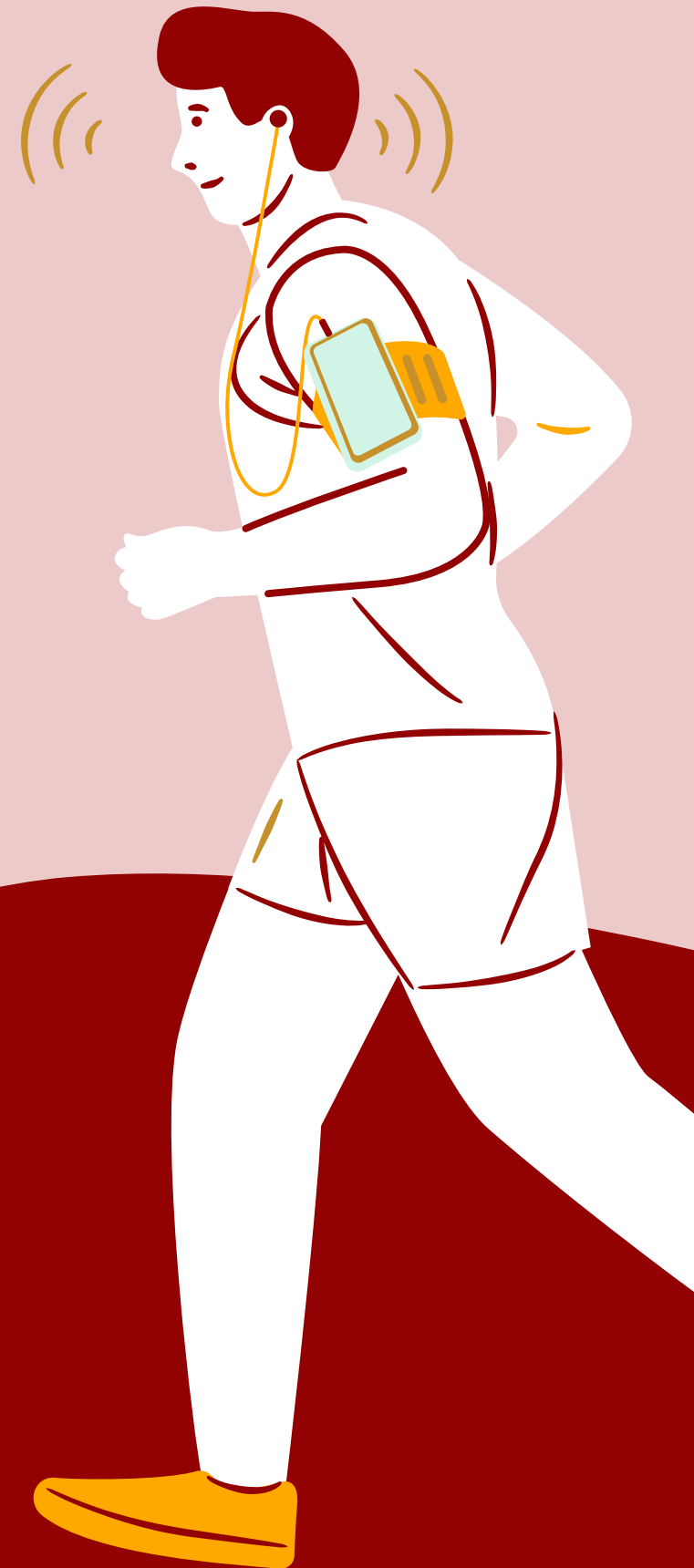
01. Set up your workspace.



Find an area in your home that's conducive to working, whether it's a desk or the couch. Just make sure it allows you to stay focused.

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02. Stick to your routine.



Wake up early, take a shower, have breakfast or a cup of coffee. This helps prepare your mind and body for a productive day of working.

03. Have a to-do list.

Before you start, list down your priorities for the day. Set pockets of time to complete your tasks and make sure you stick to your schedule.



04. Communicate.

Check-in with your teacher and classmates from time to time. Update them on your schedule and deliverables, especially if there are any changes.

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05.

Take breaks.

The key is balance. Give yourself enough time during the day to walk away from your computer screen and phone. Move around, take a step back, and don't forget to clock out at the end of your shift.

