

Increasing workplace productivity after being accustomed to the WHF routine

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Offices have been closed worldwide in response to the COVID-19 pandemic, and now are at various stages of reopening their doors. Heading back to the office setting after being away for so long can stir up a variety of emotions and might even make you feel overwhelmed. Since you plan on rejoining your old workplace, here are some strategies to help you adjust better and get your office work done seamlessly.

Hygiene still comes first

Although you are returning to the office, the world is still dealing with COVID-19 without a vaccine. Hence, it is important that everyone consciously makes an effort of keeping the workplace healthy, safe and equitable at all times. To help prevent the spread of COVID-19, there are several steps you should take. Ramp up your hygiene by wearing masks, sanitizing all the equipment and common areas constantly and washing your hands frequently, as these habits are proven to significantly reduce the risk of aerosol particle emissions. You should also practice following the social distancing guidelines for spacing - maintain 3-6 feet distance, adopt the correct disinfecting protocols and refrain from shaking hands for a while.

Check up on your co-workers

It has been a whirlwind couple of months and setting up the office workspace, reorganizing your work life or sharing space with your colleagues

during the process can be challenging the beginning. Hence, you must take adequate time to familiarize yourself with working in an office again and while it is okay for you to take some time for yourself, reconnecting with your colleagues can help you adjust better in a different work environment. Take a little time to socialize and learn how they have been coping with this change. Many are afraid of the risk of exposure and an uncertain future, so it is important to continue being empathic to promote both physical and mental safety.

Be well-prepared for a fresh start

Planning your day before entering the workplace can give you proper guidance in completing your tasks. The proper tools or equipment can go a long way. An organized desk can ensure that your belongings have particular designated places. The more clutter-free your surrounding is, the less time you will have to waste thinking about the untidiness and relief from such unnecessary pressure can make your work-life ten times smoother. You can

experience of using technology and incorporate all your WFH skills to your advantage. You can try setting up an ambience where you do not easily get distracted. Turn your Zen mode on with soothing sounds to boost up your productivity. It has been shown in various studies that white noise or calming background music without lyrics can help create an ideal working environment. Music is a natural healer or pain-killer so, a little music can uplift your mood and help you emerge into the office work while ensuring you do not lose your sanity. This can improve your concentration to get more work done without making you feel down.

Take regular breaks

The tedious office, oft-times, can cause obstruction or hindrance in the workflow that can kill your precious time and for obvious reason is a big no-no. Taking breaks timely and sparingly can bring back the focus lost in the void. You can walk a little to keep the blood circulation going and move your muscles with



decorate your desk with some flowers or a few indoor plants of your choice to add some greenery to your view. You might have tons of downloaded apps, software, and unnecessary files and now is the time to prioritize decluttering and organising your digital life too.

Stick to what works for you

Remotely working gave you time to explore your niche, leverage your WFH

doable yoga postures to even get some workout done. De-stress your brain using various guided meditations available in apps like Headspace or Simple Habit or opt for sounds of the rainfall in rainymood.com. Keeping your food and water intake in check during these short breaks can help you regain your flow of work better while reenergizing your body and refreshing your mind.



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