

COVID-19 Message from Galina, CEO & Vonda, COO Tips for Working from Home



Comskil is here for you! We understand that many of the issues relating to the COVID-19 pandemic are out of our immediate control. But what you can control, somewhat, is your personal workspace. For those of you now working remotely from home, we have put together some tips to help you adjust and continue working to complete the missions of your businesses and government agencies.

Working from home can be mastered, but it does take some forethought and adjustment. While there will likely be challenges even with this - we can help. Comskil's staff and coaches have been working from home and virtually for the 23 years we have been in business. Check out below, tips that work for us:

1. Set-up your office space. Pick a space, whether at the kitchen table or on the couch to use for your virtual office.
2. Don't use your office space for anything other than work. And try to keep this space, don't share it, for yourself if this is reasonable.
3. Put anything that is useful to you in your office space. Suggestions are:
 - a. Phone charger, laptop charger, other chargers and extension cord with multiple outlets
 - b. Earbuds
 - c. Pens and notepads, sticky notes,
 - d. basic office supplies; scotch tape, stapler, address labels, envelopes, stamps, paper clips, thumb drives,
 - e. Calendar
 - f. Reading glasses holder
 - g. Clock
 - h. personal stuff: chap stick, hand cream, tissues, coaster for beverage glass
4. Make sure everything is set-up ergonomically. Your chair is the right height, your feet flat on the floor, your screen is free from glare, your arms comfortably rest on the keyboard. Check/test what will be seen during video calls/meetings.
5. Find a friend or local office stores that are open, that you can use a printer if you don't have one of your own.
6. Ensure Wi-Fi, internet, and phone reception are optimally working in your new home office space.
7. Dressing for work sets a mental tone and helps you to focus. Wearing business casual clothing will help you to look and feel the part in your home office.
8. During your work-day, step away from your "desk" just as you would at work. Stretch, do push-ups, go back to work. Eat healthy, drink water. Tea is always a nice afternoon pick-me-up.
9. If you need cooperation from others in your home/workspace, think through what you need and come up with a system. For example: Use sticky notes if on a call that say, "on-call" or, if you



need to concentrate ones that say: “focused, leave me a message”. And put near you where others can see it. Just remember to take the notes down when you get off the call or they’ll stop working for you. Request that your family uses your system. In time, your family will recognize that when you are talking on the phone, to not interrupt you.

10. Put a nice photograph, something inspiring, or a plant in your workspace.

Comskil knows that this is a stressful time of significant change and personal adjustment for us all. It is challenging to not know and understand the full spectrum and impact of the COVID-19 pandemic. Please reach out to your current Comskil coach or the two of us if you need assistance. We are here for you!

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