

How to work successfully from your home office – 10 tips for managing work and childcare

- Stay calm!
- Structure your day
- Arrange fixed working times with your employer
- Stay contactable during this time
- Inform customers at the beginning of a call
- Stay calm if something goes wrong
- Time and break management: 25/ 5
- Team work
- Relax the rules
- Keep laptop/ important documents in a safe place