**Readjusting to Your New Workflow**

It wasn’t too long ago that employees were trying to establish work from home routines. For many, that required significant adjustments. As circumstances change, it seems surreal to be preparing to navigate the switch back to your workplace setting, or a new schedule of remote and workplace hours. With change on the horizon, it’s important to start thinking ahead so that you can mentally and logistically prepare.

The following tips can help you make a smooth transition from home to your workplace:

1. **Shift your mindset.** Focus on opportunities that being in the workplace provides, such as access to resources or a stable internet connection.
2. **Get into a differently structure routine.** Getting ready for a day in the workplace may be different from your remote-work prep. To ease back into it, try setting aside your clothes and/or preparing lunch the night before. Make a list of tasks you will focus on the next day and make sure you have files and documents ready to go.
3. **Make yourself at home.** Consider the little comforts you enjoyed at home and incorporate them into your workplace environment. Take the sweater you loved wearing or the headset that made taking calls that much easier.
4. **Leverage your new skills.** Focus on new techniques that emerged while working remotely. Perhaps you blocked off times on your calendar to complete tasks without disruption, used earbuds to limit distractions, or increased the level of detail in your communications. Use the abilities that you developed while working remotely to your advantage when you’re back in the workplace.
5. **Be Kind to yourself.**  When it happens, the change in your work routine plus the added interactions with colleagues may be overwhelming. Take advantage of time for designated breaks in your schedule. Be sure to renew as you readjust.

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