

**PRINCIPLES FOR EFFECTIVE WORK-FROM-HOME STRATEGY****R.K. Pardeshi and V.L. Gadekar**

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**ABSTRACT**

*This paper will discuss work from home and will explore some principles of work from home. Even before the global epidemic of 2020 made domestic work millions of people, a growing number of employees were saying goodbye to their difficult journey. Thanks to emerging technologies such as Skype, FaceTime, Slack, Zoom, Google Hangouts, authentication apps, and cloud computing — not to mention text and email — you no longer need to be in the office full time to become a productive member of the organization. Many types of work can be done effectively, if not all, from the home office. As it attracts remote work to employees, employers are also aware of the benefits from their desk side. Companies with employment policies from anywhere can improve employee productivity, reduce profits, and reduce organizational costs. This paper puts forward strategies for effective working from home.*

**Keywords:** Work from home, Principles, Employer, Employee

**Introduction**

According to the Merriam-Webster Online Dictionary home is defined as a house or residence (Merriam-Webster Online Dictionary 2014). Work is defined as the work or effort required to compensate (Merriam-Webster Online Dictionary 2014). The term work from home can be understood in its basic sense. The term means to do work in your home to earn remuneration. It can be used in any field of work and in fact has many variations.

The home is often used as a place to escape from work. The idea of working from home is an appealing concept for most people. It seems much easier and less demanding to work from home than to go to work every day when you are under strict rules and demands of a supervisor. There are also other requirements associated with traditional workplaces such as vacation breaks, time off work and tolerance of office and faculty politics, but it may seem appropriate if you have something to offer. People who have found success in work from home do so by creating an environment that allows them to be productive while at home.

This study was designed to explore the concept of working from home in depth. This is important because there are many people who like this concept and would like to know more about what it is and whether they can qualify for this type of environment or not. For many people this can be a fun experience. It is like having a trial period to allow employees to work from home and see how they are doing. If

an employee is doing his or her job well, the company can give him or her the opportunity to do it fully.

**Review of Literature**

There is a lot of information that needs to be explored in this article; there is both good and bad that comes with working at home. Looking at this article, we found that there are 5 or more positive aspects to working at home; able to set your own schedule, be able to work late, be flexible in the system, your manager is only one person compared to most people and you have complete control over your environment (Mangione 2000). However, there are 3 disadvantages; inadequate working conditions, low productivity and additional surveillance required (Mangione 2000).

If we look at the benefits of being able to work from home, we see that this is something most people would like, and it should be a benefit. For example, employers should meet with their employees to allow them to provide ideas on strategies to improve the overall product. Employees should also be able to use their time more effectively to be more productive than just working at normal speeds. Through the home office, the employee can find additional benefits that are truly beneficial to both the employer and the employee (Mangione 2000). People who work from home should be more flexible in planning as well. Since there will be no schedule to follow, it can be very helpful to people with a very busy schedule. There are many different ways to work from home; this

will allow the employee to choose how he or she wishes to work. They can find what works best for them and get their system.

Another reason why working from home can be beneficial is the ability to avoid extra bosses. By being able to work from home, employers do not have to constantly monitor domestic workers. In addition, it provides more time for employees themselves to do things they enjoy instead of doing other activities that they do not like because they are forced by someone else (Mangione 2000).

According to Luebberding (2001) the disadvantages of working from home include not being able to plan a date, not having the opportunity to meet new people and spending little time with your family; although it can be argued that working from home can give you an opportunity to spend more time with your family. The ability of some employees to manage their own affairs can be of great benefit to them as well. If employees are able to have their own time and schedule, then they will be able to benefit from all the work presentation rather than having someone else set a schedule that does not work with their needs or goals (Luebberding 2001).

A study was conducted by Luebberding (2001) to determine the effects of work from home on production. This is done by having a control group and a testing team. Comparisons between these two different groups of people were studied to determine productivity differences. These results were compared with those of other researchers who read this article (Luebberding 2001).

The control team followed the instructions given on how to perform a particular task, which included being able to monitor their progress by analyzing time and movement and having the director check with them periodically and record their progress, measuring their performance, and give feedback. The inspection team was given instructions on how to do the work and was not required to follow any procedures for time and movement, but was allowed to make changes at its discretion. The control group showed significant improvement in their performance level compared to the experimental group (Luebberding 2001).

The findings of this study compared the productivity of domestic workers compared to those working in a typical office environment. It was determined that there was a significant difference in productivity between these two groups of people (Luebberding 2001). This would suggest that working from home may not be worthwhile if you want to be more productive.

Another similar study was conducted by Woodward and Tyne (2001) who also wanted to learn more about the effects of work from home. The purpose of this study was to determine whether there would be a difference in performance and productivity between these two working groups, which was the control group and the evaluation team. It was determined that there was no significant difference between the two different groups (Woodard & Tyne 2001). In this case, it was determined that working from home does not affect productivity or performance.

A research paper on the subject 'Work from home' is proposed by Bhasin (2012). He raises the issue of work from home in an orderly manner, or rather the difference between office and home environment, and how this affects the level of satisfaction or dissatisfaction with individuals in a particular area.

### **Ten principles for Working from Home**

Working from home is as consistent as it has been in the original sense. If people would like to use this option but are unable to deliver the job, there could be disastrous consequences. Many companies use this approach and work with people who are experiencing emotional and social problems that may affect his or her professional performance. It will not be counted as absenteeism as stress related to working from home because they do not feel secure in their jobs and are unable to cope with adjusting their work life balance. These 10 rules are like a guide for employees to follow and improve company operations and their health.

#### **1. Know what you want**

Once a person has determined his or her full position and decides to work from home, he or she should make sure that he or she knows what he or she wants in the workplace. They will not be able to experience the flexibility

and freedom that home-based work offers if they do not have a clear idea of what is important. When a person does not know exactly what he wants because of a lack of space, it can be very difficult for him to see how he can achieve those goals.

## 2. Maintain personal relationships

It is important for a work from home employee to maintain good relationships with his family members and friends. When a person does not have a good family life, it can lead to big problems in the future. If a person does not want to work from home because of problems in his or her relationship, it can be very difficult for him or her to figure out how to achieve the goals they want.

## 3. Be flexible

If someone is working from home, he needs to make sure that his goals are consistent enough so that he can achieve them in a timely manner rather than working part-time each day or week. When a person does not have time to accomplish what he needs to do during the day, it can be very difficult for him to figure out how to meet his goals and get things done.

## 4. Get enough rest

When a person does not get enough rest, it can be very difficult for him to accomplish what he needs to do during the day. When a person does not have time to sleep, it can be very difficult for him to still do what he needs to do during the day.

## 5. Connect with colleagues and colleagues

It is important for a work from home employee to communicate with co-workers via email or chat times. If a person does not regularly consult with his or her colleagues on such occult practices, he or she may not be able to have a conversation with the person when he or she needs help with his or her work. When a person does not communicate well with his colleagues, it can be very difficult for them to achieve what they want.

## 6. Make a plan

If someone is working from home, it is important for him or her to establish a routine so that he or she can know when to do it. Without a schedule, it can be extremely difficult for a person who has done his

homework to meet his goals and to accomplish his task during the day.

## 7. Keep your work environment organized

If someone has a formal workplace, then it will help him or her achieve his or her goals faster than his or her work environment is less formal. An unorganized work environment will create confusion and cause stress due to the clutter they have around it. When a person is unorganized, it can be very difficult for him to achieve his goals.

## 8. Develop good time management skills:

When a person works from home, he or she must improve his or her time management skills because it is much easier for him / her to allow distractions to waste his / her day. Everyone who works from home needs to develop skills that will help them to accomplish what needs to be done on a daily basis. If a person does not use his time wisely while working from home, then it can cause problems in the future.

## 9. Avoid using distractions

It is easy for a homemaker to be distracted because he has the power to do whatever he wants with his time. If a person spends his time doing things other than the things he is supposed to do, it can cause problems in the future. It is very important for a homemaker to know what to do and what not to do when working from home.

## 10. Develop good communication habits

If a person does not want to work from home for fear of damaging his or her social life, it would be a good idea for him or her to develop good social work habits. If they do not have good communication habits, it will be a great stress for them and their family members. Although working from home may seem like a daunting task to most people, it is important for them to realize that this can be difficult and different for everyone. One has to realize that there will always be good and bad in everything in life, so that they can thus adjust properly.

## Conclusion

Even before the global epidemic of 2020 made domestic work millions of people, a growing number of employees were saying goodbye to their difficult journey. Thanks to emerging

technologies such as Skype, FaceTime, Slack, Zoom, Google Hangouts, authentication apps, and cloud computing — not to mention text and email — you no longer need to be in the office full time to become a productive member of the organization. Many types of work can be done effectively, if not all, from

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