

# Flexitime Tip<sup>2</sup>

*Providing greater flexibility for employees in the Public Service to ensure the continuity of Government services.*

## **Use technology efficiently when working from home**

*When working remotely, especially with other family members working or studying, technology can have its challenges.*

- Consult the Department of Information Technology about specifications and virus protection when using a personal device.
- Organise your schedule around lighter internet usage times so that you are able to complete tasks without challenges due to internet speed.
- Try using WhatsApp Web on your Computer as it makes communicating with team members easier.
- Be sure to test virtual meeting platforms like WebEx prior to a meeting to ensure that you can navigate it well.



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