

Your roadmap back to the workplace

Get started with our **roadmap back to the workplace** with handy tips, steps and resources to get you sorted.

1. Set your new ways of working

Tip: Consider making your office days on the less busy days of the week such as Mondays and Fridays

- Consider what days and hours you want your office days. Eg. Friday might have less meetings and be good for team socialising/networking.
- Have a conversation with your manager and formalise a hybrid working arrangement.
- Use your office days for collaboration and connection and schedule your calendars around that.

2. Consider how you will commute to work

Tip: Consider travelling outside of the peak times between 8-9am and 3-6pm

- Do your old commuting habits still suit you?
- Can you swap the car for public transport, add more physical activity into your day or retime your trips outside of peak times?
- If you choose to drive, check the latest on [live.traffic](#) and consider travelling outside of the peak to avoid road congestion and delays.
- Check out our [key travel messages](#) and campaign materials to keep you safe.

3. Plan your trip

Tip: Check out our digital tools

- Use our digital tools to plan your commute, whether you're catching Public Transport (PT), bike riding or driving, keep up to date with the latest information.
- Check your opal card balance, recharge and top-up.
- Familiarise yourself with how its best to interchange to/from stations.
- Trial a new way to commute.

4. Get organised

Tip: Don't forget to bring your mask

- Think logistics, will you need a backpack to transfer your work items such as laptops, chargers, and accessories?
- Do you need to purchase an additional charger or battery pack for your devices?
- Think about a water bottle, comfortable shoes, or a change of clothes.
- Any considerations with your work tech set-up between office vs home.

5. Make the most of your office days

Tip: Make more of your mornings or the warmer evenings and retime your workday

- Make the most of your office days and incorporate your before/or after work activities to catch-up with colleagues or friends.
- Enjoy the nightlife, food, entertainment and shopping and add that into your workday.
- Reconnect with the green spaces and scenery around your office.
- Check out local gyms or join a class.

6. Reassess and reset

Tip: Set reminders in your calendar to reassess your arrangements every few months

- Continually reassess and reset your work and commuting arrangements.
- Use trip planning tools to see if other options are better.
- Mix it up and try a new way if your commute doesn't work.

Contact us

For more information contact the Travel Choices team:

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