

# Working from home top tips



## Keep your routine

- Continue with your normal routine. Wake up at the same time, get dressed, go for a walk and prioritise your tasks.



## Your workstation at home

- Create a work space. Set up your work area away from the main part of your home if possible.
- Avoid using your sofa or bedroom for work.
- If you work better with some noise, try putting on some relaxing music for some background noise.
- Make your work environment as comfortable as possible.
- Try to find somewhere light and maybe add some colour or a plant or two.



## Schedule your breaks

- When working without distraction we can forget to get up and move during the day.
- Set reminders in your diary to get up and stretch or take a break from looking at the screen.
- You can do some quick stretches, deep breathing, go up and down the stairs, or even get yourself a glass of water.





## Get out in green space

- We know getting outside is great for our mental health, just make sure you are doing it responsibly.
- With less commuting time during the day, schedule in a walk before starting your day, or if the weather is nice eating your lunch outside.
- It will help to break up the scenery, and nature provides us with a natural aromatherapy.



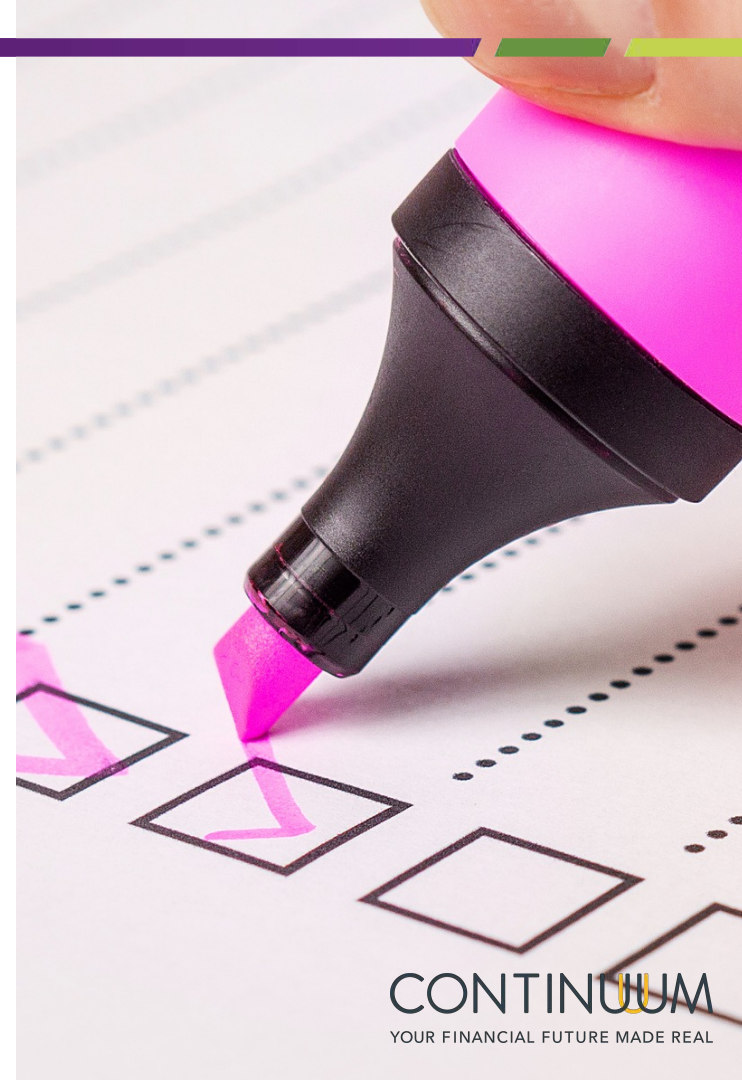
## Healthy nutrition

- Try to avoid the kitchen and fridge if boredom sets in.
- If you tend to snack during the day, make sure you have healthier options available.



## Minimise distraction

- We can be easily distracted when working at home.
- Start your day by prioritising what is important, turn off your personal phone and close any other websites.



## Take your lunch break

- Don't work through your break, or cut it short.
- Use this time to go for a walk, do some exercise, make a healthy lunch or prep for dinner.
- Taking the time will help clear the mind and make you feel more refreshed for the afternoon.





## Create balance

- Define boundaries between 'work hours' and home life.
- This will help create a balance between the two.
- Once work is done for the day, close the office door, or clear-up and pack away your work equipment if you need the space.



## Reach out

- For some, working from home may be difficult to get used to.
- Know that you are not the only one feeling the way you do.
- Schedule catch-ups with your colleague via phone/video conferencing and make sure you reach out and ask for help and support if you are struggling.



