

Tips for working from home

It's key to establish new habits and routines to help keep a healthy work/life balance and stay connected.

Our individual routines change significantly when we work from home and find ourselves trying to concentrate with new distractions going on around us, as well as a lot of media input. There will be ups and downs as we all settle into new rhythms. Below are some tips to help us all succeed in this new way of working...

- 1. GET DRESSED** Resist the temptation to spend the day in your PJs, start the day with a mindset ready for work and it will help you feel more energised with a ready mindset.
- 2. MAKE A POINT TO MOVE** Exercise is essential to our physical and emotional wellbeing. Get some fresh air, natural light, stretch. Open the windows. Eat in your garden. Talk a walk in the park where there is lots of open space. Get together on Zoom or Skype for a work out session with friends.
- 3. RESPECT MEALTIMES** Make sure to pause for regular meal breaks, breakfast, lunch and dinner. Try to eat mindfully so that body and mind are replenished, and avoid meals in front of work tasks or a screen. Take breaks, drink plenty of water and keep healthy snacks around.
- 4. KEEP REGULAR WORKING HOURS** Set a schedule and try to stick to it. Having clear guidelines for when to work and when to call it a day will help us keep a healthy work-life balance. Avoid overworking and aim to establish and respect boundaries between work and personal rest time.
- 5. CREATE A WORKSPACE FOR YOURSELF** A dedicated area that you can associate with work and that can be left or easily packed away, to keep work separate from other daily activities like; meals, tv watching and social. Keep your work area equipped and tidy each evening, to give yourself a fresh start each day.
- 6. WORK SAFE** Set up your designated work station so that it's ergonomically sound and free from clutter and distraction. Keep your work area tidy and sanitized. Use the phone and video calls where possible to ensure clarity, coordination and connection with colleagues. There is an immense volume of new and social media that can worry and distract us. Consider limiting the input by catching up on news and social for a set time and then tuning out for a spell, to remain feeling focused, calm and in control.
- 7. ESTABLISH CLEAR BOUNDARIES** Set ground rules with other people in your home or who share your home workspace with. Let them know that you are working and can share time and conversation with them when you take breaks or meals, or when you finish for the day. It's key to establish a working schedule and routine.
- 8. STAY IN TOUCH WITH EACH OTHER** Loneliness, disconnect, and isolation are common problems in remote work life and in particular in these exceptional times. When you have a question or need help, voice it. Connect and speak on the phone with colleagues, friends and family. Use, Face Time, Skype, Zoom video calls to keep the human connection going. Technology is our friend, now more than ever!

Useful resources:



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