



TOP TIPS FOR HOME-WORKING

GET ORGANISED

Create a clear transition from home to work.

Have a dedicated work space - ideally this shouldn't be in your bedroom.

"Create a Commute" to start the day and end the day – so go for a walk, get some fresh air.

Put in place more structure to your day – have a plan.

Carve up your day into your tasks with a set amount of time to complete.

Build in short breaks, and lunch away from your desk.

Get some fresh air throughout the day during your breaks.

There's science behind the need for a more structured approach if you work from home as you don't have the influence of other people.

BE SOCIAL

Find a buddy – connect over Teams/Hangout/Zoom or just phone for a quick social chat.

Consider "coffee meetings" in your teams for a short time each day (10-15 mins) to simply catch up. Social interactions are important and an essential factor for our well-being.

Connect – it can be lonely working from home. Make sure we think of others and keep connected even if just for a quick check in.

Make full use of teams and the video call facility to combat the feeling of isolation and better replicate the face-to-face time you have in the office.

Through virtual meetings we can get the best of both worlds. What can you do virtually? Perhaps you can book a breakfast or lunch catch up with the team so you continue to eat lunch together.

WORK THROUGH YOUR CHALLENGES

Everyone works differently – these are unprecedented times and will present new challenges as everyone juggles childcare, the shift to working at home, the uncertainty we're presented with. Be kind to each other.

Understand that everyone may need to structure the day differently to work for them. Chat about your strengths and what these mean to you and how you can work best in these circumstances

THE HOME OFFICE

The point here is to clearly define the part of your house where work happens. That makes it more likely that you'll actually get things done when you're there, but just as importantly might help you disconnect when you're not. Remember that when you work from home you're always at home—but you're also always at work.

GET FRESH AIR

It's a change of scenery, a good excuse to get some fresh air and provides a tiny bit of human interaction. Should that no longer be feasible for coronavirus reasons, at the very least see if you can walk around the block a couple of times a day. There's no water cooler when you work from home, no snack table, no meetings down the block. It's easy to stay locked in position all day. Don't do it! Sitting is terrible for your health and mind-numbing when you're staring at the same wall or window all day.

GIVE YOURSELF RULES

No TV - Unless you work in an office that already has TV on all day in the corner, no television. You are not as good at working with that background noise as you think. And that one little break to catch up on The Stranger will invariably turn into a binge. This applies to videogames, books - anything but music, really. Basically, if you wouldn't do it at the office, don't do it at home when you're working. Boundaries!

EAT PROPERLY

Don't forget to exercise and eat and stay well - plan what you're having for lunch so you don't take the unhealthy option!

You're going to snack - so keep something remotely healthy on hand - crunching baby carrots is a satisfying stress reliever - so that when you do finish off a bag of something in one sitting, it's not, like, Doritos so you won't feel bad!

GENERAL ADVICE

It can be hard to know whether you are working correctly at home so here's a few pointers to help you:

Always make sure your feet are flat to the floor – sitting on the sofa with your feet up is not ideal and can cause issues over time so try and sit as you would in the office.

Make sure your knees are at a 90-degree angle – try to avoid crossing your legs or putting them underneath you.

Make sure you can feel the chair or support behind you into your back – avoid leaning forward or having a gap behind your back. Sometimes sitting at the dining room table is better and more comfortable if you don't have a desk at home.

Have plenty of room in front of you to be able to work – don't scrunch yourself up.

Make sure the top of your screen is at eye level – use a screen riser if you can.

Take regular breaks away from your screen – this includes phones and tablets – taking shorter breaks more often is better than just taking one big break at some point in the day. At home we tend to get into the zone and forget about lunches and breaks so make sure you have a reminder set and take them!

Don't work over your normal hours – getting in that zone sometimes means we forget the time – get those reminders going so you know when it's time to call it a day and switch off your machine!

Ensure the equipment/appliances you are using are fit and safe for use.

If you need some help, speak to someone.