

TOP TIPS: WORKING FROM HOME



1. A ROUTINE

SET AN ALARM FOR THE SAME TIME EVERY DAY TO MAINTAIN A GOOD ROUTINE AND STRUCTURE WITHIN YOUR DAY. FOR SOME, THE THOUGHT OF STAYING IN YOUR PYJAMAS ALL DAY IS A DREAM BUT GETTING WASHED AND DRESSED IN THE MORNING CAN MAKE THE WORLD OF DIFFERENCE IN GETTING YOU INTO THE RIGHT MINDSET TO START WORK - NO ONE IS PRODUCTIVE IN THEIR PYJAMAS!



SCHEDULE REGULAR LUNCH BREAKS AND COFFEE BREAKS. USE THIS TIME TO STRETCH YOUR BODY, WASH THE DISHES, PUT SOME CLOTHING AWAY. WHATEVER YOU DO, GET AWAY FROM YOUR LAPTOP, STRETCH YOUR LEGS, AND CLEAR YOUR MIND. IT WILL KEEP YOUR BODY ACTIVE AND STIMULATE YOUR BRAIN IN A DIFFERENT WAY. IF YOU CAN, GET OUTSIDE - NATURE HAS A GREAT CALMING EFFECT AND IS AMAZING FOR YOUR WELL-BEING AND MENTAL HEALTH. IF NOT, OPEN THE WINDOWS FOR FRESH AIR!

2. WORKSTATION

DON'T SIT IN BED OR STAY ON THE SOFA ALL DAY, HAVING A SPECIFIC AREA FOR WORK CAN HELP YOU FOCUS AND STAY IN THE RIGHT WORKING MINDSET. IF YOU HAVE A TABLE, CREATE A CLEAR WORKSTATION WITH A DECENT CHAIR - YOU WILL BE SITTING IN IT FOR MOST OF THE DAY!



3. REGULAR BREAKS

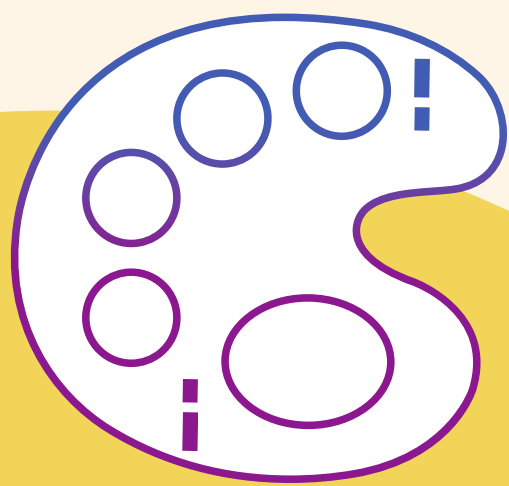


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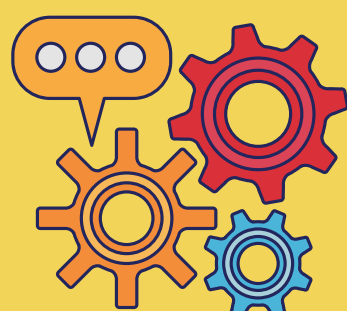


4. CONNECT

WORKING FROM HOME CAN FEEL ISOLATING AND YOU COULD GO A WHOLE DAY WITHOUT SPEAKING TO ANYONE. NOW THAN EVER IT IS MORE IMPORTANT TO CHECK IN WITH YOUR COLLEAGUES - SCHEDULE REGULAR "FACE TO FACE" CATCH UPS, VIDEO CALL FOR MEETINGS AND DISCUSS SUCCESSES, CHALLENGES AND PLANS FOR THE WEEKS AHEAD TO MAINTAIN YOUR MOTIVATION AND POSITIVITY. IT ALSO HELPS TO HAVE THE RADIO OR MUSIC ON - TRY TO AVOID AN OVERLOAD ON THE NEWS HOWEVER FOR YOUR MENTAL WELLBEING!



TAKE UP SOMETHING CREATIVE IN THE EVENINGS OR WEEKENDS. TRY TO DO SOMETHING THAT YOU ENJOY THAT ISN'T WORK. THIS MIGHT BE A GREAT CHANCE TO LEARN SOMETHING NEW THAT YOU HAVE NEVER HAD AN OPPORTUNITY TO DO AND WILL DEFINITELY HELP YOU SWITCH OFF FROM WORK.



5. "STOP TIME"

SET A "STOP TIME". THIS IS THE TIME THAT YOU WILL LOG OFF AT THE END OF THE DAY. IT'S VERY EASY TO STAY WORKING FOR THAT EXTRA HALF AN HOUR OR SO, BUT IT'S REALLY IMPORTANT TO MAINTAIN A WORKLIFE BALANCE. CREATE AN ENVIRONMENT WHERE YOU CAN SWITCH OFF FROM WORK AND RELAX AT HOME.



6. GET CREATIVE