

## Working from home for an extended period of time



Some of us have now made a switch to working from home. If the prospect of working at home for more than a few days at a time fills you with trepidation about how many chocolate biscuits you might consume, then to help with this here are some simple and useful steps which have been shared with the Network:

### Tips and Ideas

- Set your working times and stick to them. This includes breaks and lunches.
- When you are due to start work, try and leave the house and go for a walk around the block. When you re-enter the house, approach it as your place of work for the day.
- Keep the TV switched off if possible so as not to distract you from your work
- Set up your laptop on either a dining or kitchen table if possible for your health and safety – a sofa will not be comfortable for very long if you are hunched over a keyboard for a long period of time.
- Stay in touch with colleagues - even a quick 'Good morning' email around your team can start a conversation and make people feel less isolated.

### ***More generally***

- Keep connected – At these times of stress, we tend to work better in company and with support. If you need to work from home then try and stay connected with your team, colleagues and manager using the technology available to you i.e. email or MS Teams.



- Try and stick to your daily routine as much as possible. Prioritise looking after yourself.
- Keep active – move around, try some exercise apps or YouTube videos.
- Get some fresh air (open windows occasionally).
- Eat a balanced diet and keep hydrated (to keep your immune system strong).
- Try relaxation techniques (such as Mindfulness).
- Focus on the things that make you feel happy/content .
- Play your “happy music playlist”. The network previously provided a list of their go-to happy tunes which you can find [here](#).
- Spend time with your pet (if you have one).
- Laugh! (watch YouTube, get out old photos).
- Keep a gratitude diary (write down three things every day you are grateful for- be specific).