

## Thoughts on working from home

Working from home can be a challenge for many of us, whether this is due to social distancing, technology issues, family demand or just plain boredom. Whilst you might be on your own, you are not alone. You are part of a team and we all need to work together and take the time to check on each other.

As a business we want to be confident that you are looking after your wellbeing and creating time for exercise, rest breaks, family and if we dare mention, going out for food shopping?

So, what can you do to look after your wellbeing when working from home? Some simple thoughts for you to consider...

### 1. Maintain regular hours and routine

We are creatures of habit, so a regular schedule is important – set one, and stick to it but if it goes wrong don't beat yourself up about it. If you are new to home working, try to adhere to your normal office routine as much as possible. Get up, get dressed and aim to 'arrive' at your workstation 5 to 10 minutes early to go through emails and create your daily task list. When the working day is done, log off and try to focus on your personal and family activities.

### 4. Let's Talk

With Skype, Zoom, FaceTime there is no reason why we can't talk and chat with each other, it is also good to actually see other people. Face-to-face conversations help you feel more connected and are typically more engaging. Communication really is the key to not feeling isolated or alone.

One of the suggestions we've heard is to have a 'team tea break' where your team meets on whichever media forum and just chats about whatever is on their mind. Do keep in touch at regular intervals throughout the day.

### 7. Maintain your mental and physical health

There are plenty of at home exercise tutorials online and through the various 'app stores' which cover the full range of ability levels. There are also many 'brain training apps' to keep the grey matter working.

Keep your brain occupied and challenged. Set aside time in your routine for this. Read books, magazines and articles. Listen to podcasts, watch films and do puzzles.

[FutureLearn](#) and [OpenLearn](#) have free online courses you could try.

### 2. Eat well and stay hydrated

Think about your diet. Your appetite might change if your routine changes, or if you're less active than you usually are. Eating regularly and keeping your blood sugar stable can help your mood and energy levels.

Drink water regularly. Drinking enough water is important for your mental and physical health. Changing your routine might affect when you drink or what fluids you drink. It could help to set an alarm or use an app to remind you.

### 5. Create a comfortable and clutter-free workspace

Many of us aren't lucky enough to have a study space or spare bedroom with a door, but you can still create a work zone. Keep it free from clutter and away from household paraphernalia (put that laundry away) – this will help ensure you are not distracted by children or household chores when you are working. However if you want to go any play with the kids, do it. Come back to the work zone later.

Make sure you complete any homeworking risk assessment required, after all it is just to make sure that you are as safe as possible. Perhaps tedious, but necessary.

### 8. News & Media

Stay connected with current events, but be careful where you get news and health information from. Some social media platforms contain fake news articles that can cause unnecessary concern.

For up-to-date advice, see the [NHS coronavirus webpage](#) and [gov.uk coronavirus webpages](#)

### 3. Exercise

Get that fresh air in your lungs, make sure you get that one walk a day, you can't save them up! A change of environment and exercise will give you a chance to reflect on things that are happening; focus on positive things that you are looking forward to, plan some activities for the summer. Order that Swing ball set from Amazon to play with the family!

### 6. Take a break

Like any working environment, it is important to take the occasional break to let your brain and body relax. Make some lunch or catch up with friends or family over the phone. Regular short breaks are much better than one long break and will help give you the ability to refocus on your work.

