

# Looking After You Own Wellbeing

## Wellbeing: Working from home

To support social distancing, many are being asked to work from home. Here are some essential aspects to consider when making this change to your working life.



- Routines and Structures
  - Setting a routine of when to begin and end your working day, along with ensuring you take a break and lunch when you usually would is very important.
  - During such times, working at home can mean flexibility, especially when you have children at home also to entertain. So, finding a pattern that works for you and discussing this with your line manager is a good idea.
- Communication
  - Checking in with your line manager and team mates daily using Skype or other technology to help with this.
  - For managers, don't be too task focused, ask more how people are coping and what ideas your staff member has to help achieve the longer-term goals.
- Food
  - Making sure you've got healthy snacks to keep you going, and you're structuring your habits.

- Making sure you drink plenty of water
- Fresh Air
  - Take the comfort breaks you need and take time to enjoy sitting in the garden
  - Open the windows and enjoy the sounds of spring
- Workstation
  - Just as you would at work, make sure you've set up a work station that suits your needs. Make sure:
    - Your chair is comfortable
    - Your PC or Laptop are at a safe height
    - Be careful of cables, and ensure you are near power supplies
    - You have good connections to WiFi
- Where possible, minimise distraction. (It is for this reason flexibility in times of when you work can be helpful)