



WORKING FROM HOME: TIPS FOR SUCCESS



SET AND STICK TO A ROUTINE Without steady schedules, the lines between work and personal time can get blurred and be stressful to get right. Try to follow your normal sleep and work patterns. Most importantly, when your workday stops, stop working. Shut down, stop checking emails and focus on your home life. And at the end of the day, try to get to bed at your usual time.



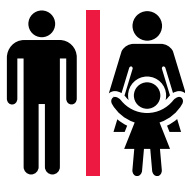
MAKE A DEDICATED WORKSPACE If you can, find a quiet space away from people and distractions like the TV (or the pantry). Even in a small or shared space, try to designate an area for work. Lastly, get comfortable. While it might be tempting to sit on the sofa, it's much better to sit at a desk or table. If you do not have office furniture like an adjustable chair, try using things like cushions to support you in your chair, or a box as a footrest.



GIVE YOURSELF A BREAK Making time for breaks is important to help manage feelings of stress. Try to take lunch and regular screen breaks and give yourself time to concentrate on something else so you feel more focused when you return. If possible, spend time outdoors when you can. Fresh air is great for your mental health.



STAY CONNECTED While working from home has its benefits, you may also feel more isolated. In and out of work, human interaction matters so schedule video calls and pick up the phone instead of emailing. If you're struggling with working at home, speak to your colleagues or manager about your concerns. Make time to socialise virtually – schedule a digital coffee break or Friday online get-together.



SET BOUNDARIES Setting boundaries with other members of your household is key to mental wellbeing while working at home. You can be more flexible when working from home, so enjoy it. But it can also be difficult especially with children at home, who may think you are on holiday and want to spend time with you. Set regular work time and talk to your family. Likewise set boundaries with your work so you switch off to have time with family.



THINK LONGER TERM You may be continuing to work from home for a while, so think about ways you could improve how you work while at home. If you have a room that's warmer or has a window that lets in a lot of light, could you work there instead?



BE KIND TO YOURSELF Remember, this is an unusual situation and things will not feel normal. Be kind to yourself and acknowledge that you might not be as productive as you usually would be. Be realistic about what you can achieve given the circumstances, and relax when your work is done.