



# Simple tips to tackle working from home

Life has become more difficult for everyone. Coronavirus (COVID-19) has changed everything, and we have all had to adjust to new ways of living and working.

There are some perks to working from home that some of us can enjoy, but feeling stress, boredom, anxiety and uncertainty is also completely normal.

These simple tips can help you while working at home, to feel more productive and take care of your mental health in these difficult times.

## **1. 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. Follow your normal sleep and work patterns if you can, and stay consistent.

## **2. MAKE A DEDICATED WORKSPACE**

If you can, find a quiet space away from people and distractions like the TV (or the kitchen, when you feel snacky). Get everything you need in one place, before you start work – chargers, pens, paper and anything else – and shut the door if you can. Even in a small or shared space, try to designate an area as your work space.

## **3. GIVE YOURSELF A BREAK**

Working at home can make us feel like we have to be available all the time. But just being “present” is no use to anyone if your mental health is suffering.

Making time for breaks is important to help manage feelings of stress – try to take lunch and regular screen breaks. Give yourself time to concentrate on something else so you feel more focused when you return. Even just 5 to 10 minutes of short breaks each hour can really help your productivity too.

## **4. STAY CONNECTED**

While working from home has its benefits, you may also feel more isolated. But there are lots of ways to stay in touch with those who matter – boosting their mental wellbeing as well as our own.

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.

## **5. 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 if there are other distractions to deal with, like children at home, who may think you are on holiday and want to spend time with you.

## **6. 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. Try to explore how you work with others. Are there different ways to talk online or new software you could use?

## **7. 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.

## **8. REGULAR EXERCISE**

Physical activity has a huge potential to enhance our Mental wellbeing. Even a short burst of 10 minutes' brisk walking increases our mental alertness, energy and positive mood. Participation in regular physical activity can increase our self-esteem and can reduce stress and anxiety.

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