



Tips for staff working from home

- ✓ **Get started early**
- ✓ **Keep a routine.** Set an alarm, get up and get dressed for work, have breakfast, and go to your workspace. Stick to your work hours and take regular breaks away from your screen. At the end of the working day, shut down your computer / devices, take a deep breath and reflect on the day's work. Leave your workspace and do other activities in different parts of the house. Remember, your work will still be there tomorrow.
- ✓ **Start your work day.** Pretend like you are on your way to work. For example, if you enjoy listening to some music on your 'commute' to work, do it, even if you're only going into the next room!
- ✓ **Create a separate, positive workspace that is quiet and stress-free.** Put up positive messaging, make sure you're comfortable and safe. This will ensure you don't disrupt others in the house and will allow you to concentrate better.
- ✓ **If you have kids, create a schedule and set boundaries.** Spend some quality time with your kids before work / during breaks to set them up with activities.
- ✓ **Set yourself realistic task-related goals each day to keep yourself on track, and celebrate the small achievements.** Remember to regularly update your Home Work Plan and communicate this to your line manager.
- ✓ **Minimise distractions, such as household chores and social media.** If you have kids, create a 'boredom box' to occupy them while you get your work done. A boredom box is a box of crafts or activities that encourage your kids to play in a specific way. As such it can include anything you want, for example, card paper, colour pencils, glue, scissors, glitter and a task they need to complete. For ideas that will appeal to your kids, use Google or Pinterest.
- ✓ **Stay connected.** Check in with your team via email, video conference, or telephone. Set up regular team meetings, such as to start and close the day, or have lunch over video conference together.
- ✓ **Listen in and concentrate.** Use noise cancelling headphones / ear plugs to help you concentrate. Listen to music that helps you get the job done.
- ✓ **Reflect and prepare.** While you may be scheduling more meeting than normal to stay connected with your team, make sure you have enough time to reflect and prepare between meetings. Think about what has happened, and what's next.
- ✓ **Check in with your social and emotional wellbeing.** If safe to do so, take time to get out of the house and get your body moving – go for walks around the block, do some gardening, and spend time outside. Eat healthy food, and have regular sleep routines. Stay socially connected while maintaining physical distancing.
- ✓ **Try to stay positive.** Remember, this is a time of significant change for you and your team. Everyone is doing this for the first time. We all adapt to change in different ways – be mindful of your team's work capacity. Check in with each other. If you are feeling like you need extra support, reach out and ask.