

TOP TIPS FOR WORKING FROM HOME (WFH)

THE RAPID ONSET OF THE CORONAVIRUS IS CHANGING OUR WORK AND OUR LIVES. THE BLURRING OF BOUNDARIES BETWEEN WORK AND HOME IS SUDDENLY UPON US. HERE ARE SOME TIPS TO HELP YOU MANAGE THIS TRANSITION, PROTECTING YOU FROM LONELINESS AND HELPING TO KEEP YOU FEELING HEALTHY AND PRODUCTIVE.

If there is a positive aspect to come from this unprecedented and dynamic situation, it is that we are developing skills for the future including better resilience and supporting the firm's values of Creativity, Engagement and Collaboration.

CREATE A ROUTINE FOR STARTING WORK

1

This is very important for mentally getting into a working mindset. Treat the morning as any other working morning - shower, get changed, eat breakfast and be ready to start the day. No pyjamas!

ENSURE YOUR WORKING SPACE IS SEPARATE FROM YOUR RELAXING SPACE

2

Creating a distinct workspace at home away from distractions will help keep you in a focused and work-orientated state of mind during the working day. It will also prevent there being a blur between the working and relaxation parts of your day. Set ground rules with those you share space and it may mean that you either extend your day or start early to accommodate family time.

EAT PROPER MEALS

3

When at home all day it can be very tempting to snack. Try and stick to 3 nutritious meals a day and stop yourself reaching for the biscuit tin! This will help to promote physical and mental health and keep you in a normal routine.

TAKE BREAKS

4

You should build breaks into your day when you are working from home to keep productivity levels up. Going for a walk outside or making a cup of tea/coffee or taking water (for some) can help break up the day and allow you to come back to work with a clearer head.

WORK EFFECTIVELY

5

Working at home is not an opportunity for friends to pop over or to catch up on that new Netflix series. It is a working day so if it's not something you would do at the office, it's not something you should be doing at home.

KEEP IN CLOSE CONTACT WITH YOUR COLLEAGUES

6

Working from home can be disorientating and isolating, especially if you are used to working as part of a big team. You shouldn't just communicate over email. Stay connected with your colleagues by using Microsoft Teams which allows you to make voice calls, video calls and share screens.

KEEP HYGIENE LEVELS HIGH

7

Working from home is a precautionary measure to help slow the spread of the virus. You are at less risk of becoming a carrier by limiting your human contact. However, you should still be regularly washing your hands and wiping down surfaces. Protect yourself and stay safe.

A HEALTHY BODY IS A HEALTHY MIND

8

Working from home means people will naturally become less active. A physical health routine should still be prioritised as it is vital for both your physical and mental wellbeing. You may not have a flight of stairs, but you could try a home workout routine, going for a jog or some light exercise in the garden.

LIMIT THE AMOUNT OF NEWS YOU LISTEN TO

9

It can be very tempting when working from home to have the news or radio on to make the house seem less quiet. Be careful to regulate the amount of time you spend reading or watching things that aren't making you feel good. Perhaps pick a specific time in the day to check in with the news.

BE KIND AND UNDERSTANDING

10

This is an uncertain and unprecedented time for our generation. Drastic change to your normal routine can be unsettling and people's mental health can be affected. Reach out to friends and family, especially those who you know are self-isolating and make sure your own support networks are strong. If you feel you are struggling and need extra help and support, please contact the Employee Assistance Service, someone in your team or your HR department.