

12 TIPS FOR HEALTHY HOMEWORKING

MANAGE YOUR TIME

To help minimise stress, identify and prioritise your tasks, think **SMART**. Make sure your goals are: **S**pecific, **M**easurable, **A**chievable, **R**ealistic and **T**ime-bound.

ROUTINE

Start and end the day with a routine. Get dressed, go for a walk and prioritise your tasks.

WORKSPACE ENVIRONMENT

Find a space away from the main home area if possible and ideally not in your bedroom. A plant can help.

WORKSTATION

You may not have the perfect workplace or equipment, but get a suitable chair or consider a stand-up desk. Take regular breaks to minimise static movement.

REGULAR BREAKS & EXERCISE

Move and stretch about, try and get some fresh air outdoors, go up and down stairs, anything that will help get your body moving. Set alarms to remind you to get up and get moving. Online fitness programmes or yoga can help motivate you to move more.

SOCIALISATION

It is good to interact with others. A simple phone call is great for reaching out if physical contact is not possible. Using technology such as Zoom, Teams or Skype will enable you to actually see how others are too.

MINIMISE DISTRACTIONS

Good productivity is often achieved by focusing on one task at a time. This can be achieved by putting your phone on silent or out of the way, switching off notifications and putting your phone and messenger apps to a 'do not disturb' setting.

FOOD & NUTRITION

Give some thought to prepare your food for the week. Can you cook up some meals together on a specific day? Remember to try to eat healthy snacks.

COMMUNICATION

Don't be too task focused if you have people reporting to you or when working closely with colleagues. Remember to ask how people are and be interested in what they have to say. Homeworking can be challenging and messy for people in different ways so talk and share your thoughts.

MONITORING

Think about the nature of the tasks, yourself as an individual, your employer's culture, your agreed work priorities and work towards the right balance of work output.

FRESH AIR

Try and get outside at least once, ideally twice a day for a walk, run, cycle or to simply have a stretch, breathe in some fresh air and have a change of scene.

WELLBEING

Think about the work, non-work and personal factors that affect your life and homeworking experience - as well as those that affect your colleagues. Remember, all homeworkers have different challenges. Give yourself some 'You' time whilst also being mindful of and empathetic towards others.

