

Working from Home

Tips and Advice



Tips for you

1

Get dressed

Don't work in your pyjamas!

2

Set ground rules with people under the same roof

This is very important for people with families, especially with children.

3

Create an office space

This might be hard for some depending on your living arrangements but if possible, designate an area which will become your working space.

4

Maintain regular hours

Although this is difficult, start your day as normal as possible. Log in at the same time you would have arrived in the office and log out at the same time you go home.

5

Keep your routine going

Get up at the normal time, or a new normal time, but get into a routine so you aren't tempted to work in bed or sleep late.

6

Stay Positive!

Your mental head space will affect your work and well being. If you are having trouble, make sure you contact your colleagues for support.

7

Exercise regularly

Get fresh air every day. Go for a walk at lunchtime to break up the day and get some oxygen in your lungs. It will help you feel better and stave off cabin fever.

8

Keep in touch with your work colleagues

This can be via email, WhatsApp or a phone call. Keep each other in loop and stay connected.

9 Take regular breaks

Working at home is intense and you may find you are sat in one place for long periods of time. Try to stand up at least once per hour and walk around the house. Try working standing up at the kitchen work surface (it's about the right height for this). Keep your activity up to keep yourself feeling fresh and stop backache.

10 Extra curricular meetings

Have lunch together online with your work colleagues either via zoom or any other online tool. Especially if you live alone, it is important to keep conversations going. Chat about anything but work!

11 Switch off

It's easy for work to bleed into your homelife when it is always there in front of you. Make sure you switch off your machine and step away from it at the end of the day.

12 Shift work

Where possible work in shifts with your partner. If you have your kids at home this is very helpful.

13 Learn a new skill

Under the new circumstances and work perhaps going down a bit, perhaps you can learn a new skill, such as a new language or a new craft!

14 News updates

It is very important to keep updating yourself with the news, however, avoid overloading yourself with same news as to not create a negative atmosphere and increase anxiety.

Working from home with children

- 1 Don't throw out structure**
Just like you are doing with work, keep up a routine and ensure your children understand that routine.
- 2 Keep their learning going**
There are many free education resources online that are easy to use. Find what's right for you!
- 3 Make time for yourself**
Quiet reading time or a play break for your children is the perfect time for you to relax and take a break.
- 4 Free play**
It is important that children play and use their imagination. You can schedule it into their daily routine.
- 5 Loosen screen times... but only a bit**
With more time at home, you may want to use screens to help day to day. But be sure to keep an eye on the amount of time they are using their screens!
- 6 Give kids outlet to talk about emotions**
Give information to your child (age appropriate) on the current situation.
- 7 Keep connected with family members**
You can use WhatsApp, Facetime, Zoom, a normal phone call and more!

Here are some useful podcasts for kids to keep them entertained and learning

<https://www.commonsensemedia.org/blog/the-best-podcasts-for-kids>