

WGN TOP HOME WORKING TIPS

MAKING SURE YOU MAKE THE MOST OF WFH

1

ROUTINE

Start and close the day with a routine. Get dressed, even if it is just into your 'day pyjamas', use the time you'd usually use commuting to go for a walk, do some exercise or meditate.

2

WORKING ENVIROMENT

Find a space away from the main home area if possible and try not to work in your bedroom. This will help you switch on/off once the working day is over.

3

EQUIPMENT

Try to sit at a desk in a chair that supports your back. If you can, use a keyboard and mouse and lift your laptop so that the screen is at eye level (you could stack it on books). And, if you are experiencing discomfort, speak to your company and ask if they can send kit.

4

SET BOUNDARIES

Discuss what you need from housemates/family, and vice versa. Do you need a quiet room for calls, or set quiet times to get through workload?

5

STAY HYDRATED

Drink lots of water. It's surprisingly easy to forget so why not pop a big jug on your desk at the start of the day, you could even add some citrus or cucumber for flavour.

6

MINIMISE DISTRACTIONS

Turn off notifications on apps that are likely to distract you, or if your job allows turn your phone on silent mode.

7

REGULAR BREAKS & EXERCISE

Every twenty-five minutes get up and stretch, breathe, go outside, go up and down the stairs - anything to move your sedentary body. Keep forgetting? Put reminders in your diary for a few days to force yourself into the habit.

8

FRESH AIR

Try to get out the house for a walk, run or cycle, even if it's just for a little while. Current guidelines allow for this once a day, but, make sure you maintain 2m distance from others.

9

STAY CONNECTED

Make sure to use the video capabilities on Zoom, Skype or Microsoft Teams - it helps build up personal connections. It could also help you identify team members who are struggling, as you can see them.

10

SOCIALISE

Try to create 'water cooler' moments using Slack channels, Teams or WhatsApp. Set challenges or competitions for your team to keep spirits high. You can't underestimate the importance of this.

11

FOOD

Think about food prep for the week. Can you batch cook on Sunday or plan out your meals for the week? Have healthy snacks in the house otherwise you will eat all the chocolate.

12

ASK QUESTIONS

These are strange times. If you are struggling, talk to your manager or HR. Managers, really listen when you ask how your team is doing, and pay attention to changes in demeanor during 1:1s and team calls.

13

MANAGE YOUR EXPECTATIONS

Even if you are working the same amount of hours in a day, in these times it is understandable not to be operating at the same level as usual. Check in with yourself and flag any concerns about workload.

14

KEEP NOTES

Do some things work better whilst working from home? Keep a log of the practices you'd like your team, or company, to stick with when you get back to normal.

15

SWITCH OFF

When working from home it is easy to overcompensate and work longer than your standard hours. Set an alarm for the end of the day if you need to, and then shut down your emails/messaging apps to ensure you get the rest you need.

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LOOKING AFTER YOUR MENTAL WELLBEING



1 Recognise that how you feel, whatever it is, **is OK.**

2 Keep connected with friends & colleagues, but **don't be afraid to limit this if you feel you need to.**

3 Limit your news consumption to the highlights. Turn off notifications from news apps on your phone and follow positive sources like **The Happy Newspaper.**

4 **Drink lots of water,** and try to avoid too much sugar and caffeine.



5 Prioritise good quality, **restorative sleep.**

6 Get some **fresh air** every day and try to **exercise** - even a walk around the block does wonders for mental health.

7 Turn your favourite music on **LOUD** and have a five-minute dance party.



8 **Be kind to yourself and to others.**

9 **Give something creative a go,** and remember, you don't have to be good at it - it's the fun that counts.

10 Know that **it's OK not to be productive all the time.**



11 Practice **gratitude and positivity** - try listing three things that you are grateful for each day.

12 Give **meditation and breathing rituals** a try. Take a deep, long breath in, hold at the top and release slowly. Repeat three times.

13 **If you are really struggling, remember that it's OK to ask for help.**

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