

# WORKING FROM HOME STRATEGIES



## 1 ENVIRONMENT

Ensure your working environment is set up how you like it and if you are working in a space that is used for sleeping, eating or relaxing find a way to help yourself 'go to work' and 'come home from work'

## 2 TRANSITIONS

Changing clothing to clearly mark out different parts of the day and making sure that work stuff isn't around when you are trying to do life stuff.

## 3 STRUCTURE & ROUTINE

Plan out your day. Spend 5 minutes jotting things down and then keep a notebook next to you throughout the day so you have a space to write them down so that you can come back to them later.

## 4 FOCUS

I like the Pomodoro technique. <https://francescocirillo.com/pages/pomodoro-technique> which can help you structure your time in neat 25 minute chunks.

## 5 MOVEMENT

Make sure you take hourly movement breaks and time away from your screen - this could be simple stretches, a walk or even a run.

## 6 SELF-CARE

Try and do at least one thing a day that makes you feel good. This could be reading a book, watching a film or getting an early night.

## 7 CONNECTION

Working from home can feel isolating and lonely. Try to find ways of reaching out to colleagues for a daily check in can help you feel more connected. Skype or facetime and have a cup of tea with a friend to help you de-brief your day and your feelings.

## 8 MINDFULNESS

Something that can really help to calm a racing mind. I love the Headspace app and Calm are great too..

## 9 MEAL PLANNING

Try to eat healthily and well and make sure you close your laptop during meal times.

## 10 NEWS

Understandably we are checking news constantly as the situation is changing quickly. If this feels overwhelming then try and structure how often you access news and make sure you do the same with social media platforms.

## 11 TIME OUT

It is ok to take breaks, daydream and stare out of the window.

# IT'S OKAY TO...



## 1 EXPERIENCE FEELINGS OF GRIEF

Many people around you might have lost their health or their work. You may have lost these yourself. Give yourself time to process these feelings. You might feel angry, sad, in disbelief or numb - all of these are completely normal.

## 2 FEEL ANXIOUS

A rapidly changing world means our brains and our bodies may struggle to keep up. You might have lots of extra worries. Give yourself time to talk these through or write them down. If it feels like they are taking over your life then check out our resource page for where to go to get help.

## 3 FEEL DISTRACTED

If you are finding it hard to focus give yourself some time out and go for a short walk if you are physically able or move away from your desk and find somewhere to reflect.

## 4 TAKE A BREAK

Whether that's a few hours or a mental health day make sure you prioritise your own wellbeing.

## 5 FEEL THE PAIN OF OTHERS

During this time you might hear stories about others that feel like they belong to you. It can be helpful to think about the ways that the experience of those people is different to you or different to those you love. In life, we can often empathise with people in distress, but it's also important to remember your own experience is different.

## 6 EXTRA RESOURCES

Mind Guide - <https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/#collapsec076a>

## 7 MENTAL HEALTH FOUNDATION GUIDE

<https://www.mentalhealth.org.uk/publications/looking-after-your-mental-health-during-coronavirus-outbreak>