

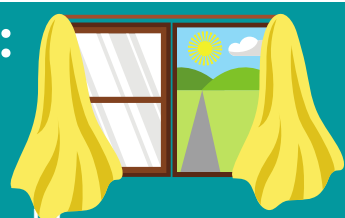
TIPS FOR MANAGING YOUR WELLBEING WHILE REMOTE WORKING

From the Civil Service Employee Assistance Service

Many of us are quite suddenly finding ourselves working from home without previously having experienced this type of working arrangement. Some people will embrace this new situation and run with it but for others, it may pose many challenges – loss of routine, isolation, time management, IT challenges and motivation issues. The following tips might help you look after yourself in your new working environment:

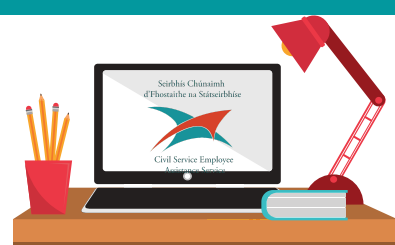
Keep to your normal morning routine:

- Have a shower, make the bed etc
- Open some windows to let some fresh air in
- Dress as if you are going to work – staying in pyjamas is not good for your mood
- Eat breakfast – food, mood and concentration are linked – try not let the blood sugars drop
- Start work at your usual time
- On a Positive note – No commute to work should result in extra time in bed



Your new workspace:

- If possible, set up a designated work area in your home
- Make sure your working space is comfortable
- Have a plan “B” in case internet connectivity fails
- Be mindful of confidentiality around phone conversations or any Departmental material
- If there is a window in the room, open it and let in some air during the day
- Connect with colleagues and managers – it is important to maintain a sense of community during this time
- Managers should check-in with staff to see how they can offer support
- Have a healthy discipline around the hours you work
- Try to plan your day and week – use “to-do” and “done” lists



Taking breaks – a change of scenery can enhance your wellbeing & productivity:

- Take regular breaks from screens – get up and walk around
- Plan a walk outside during the day. Try and get some fresh air
- Take your tea-break and lunch break as normal
- Leave the room where you are working
- Have something to eat and drink – eat nourishing food, the kitchen is on your doorstep!
- Do some stretching exercises to prevent tension from building up



Be mindful when washing your hands – it's a great time to sing “Happy Birthday” to yourself twice and no one will tell you not to give up your day job



Self Care:

- It is important to debrief at the end of the day especially if in a high pressurised area – no harm having a designated buddy
- Link in with your Manager as necessary
- Avoid activities that may make you vulnerable to infection
- Try to stay in the moment – not easy with all that is going on at present
- Try to get a good night's sleep and restful periods
- Stay connected with family and friends

