

Working from Home? Try some of our Top Tips

NHS
24



Smile

Join other colleagues working remotely to have a virtual coffee break or get involved in motivational and fun team activities.

Plan

Planning your day and creating a routine is a good way to develop a healthy working mindset. Schedule time for breaks and set yourself goals to reach by the end of the day.



Connect

Stay in touch with your colleagues and team using email, phone or online messaging. Use Teams to hold your team meetings.

Join in

Have fun and a little healthy competition with colleagues by taking part in challenges e.g. step challenges.



Nourish

Eat well and stay hydrated throughout the day. If you have outdoor space at home and it's a nice day, pack a lunch and eat it al fresco.



Set-up

Make sure your equipment set up is right for you. Correct posture and the position of your hands and feet will help prevent back pain and other problems. Visit the intranet for more information.



Focus

Working smart and taking advantage of technology like Microsoft Teams makes collaboration with others easier.



Move

Keep moving while you work. Take a walk around your home or garden while taking a work call. Schedule regular active breaks. A lunchtime walk to get your daily exercise can rejuvenate your body and mind for the afternoon ahead.



Quiet

When possible, try to find a quiet space while working. It's amazing just how many distractions there are at home.



Stretch

Take regular breaks from your desk or table and enjoy a stretch when you do. There are also desk-based stretching exercises you can do.



Working from home can be challenging with family and other commitments, so please discuss any arrangements or reasonable adjustments you need to make with your manager.