

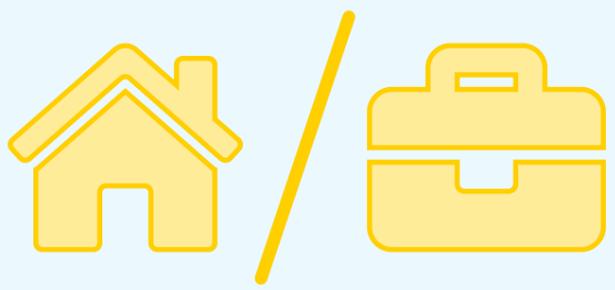
Top Ten Tips for Working from Home

1. Get up and get dressed



It can be extremely tempting to sit in your PJs or loungewear, but by getting up, showering and getting dressed it will prepare you for work like a 'normal' office-based working day.

2. Separate work from home



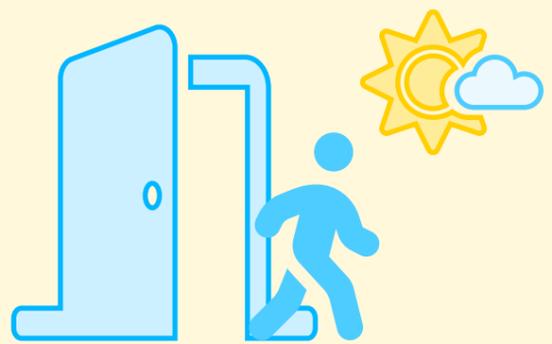
Separate your work environment from your domestic one as much as you can. It might be another room where you can work, or you might set up and take down your workstation each day.

3. Establish boundaries



If you have other people with you while you're working at home, try and create a separate working space, remove distractions and set break times with them where you can be interrupted.

4. Go outside



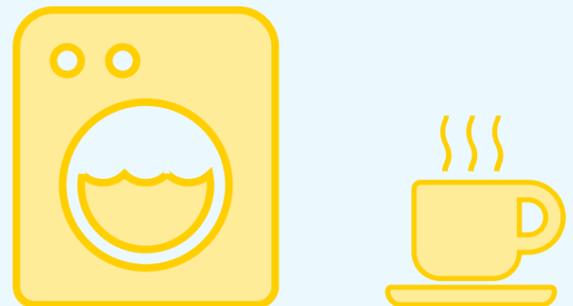
Take a break outside - a walk to the shops? Take the dog for a walk? If you can't go outside, try to use your break to do something non-work related and away from your workstation.

5. Keep in contact



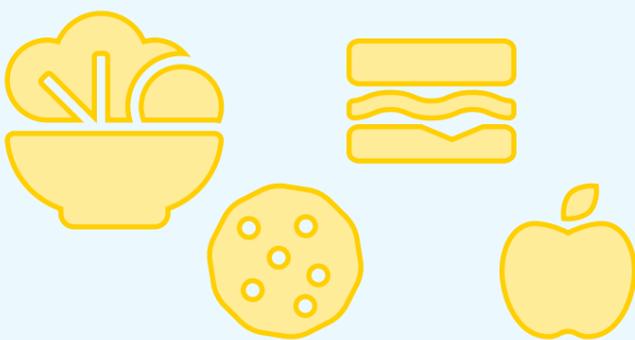
Make use of group messengers, emails, video chats or phone calls. Ensure frequent check-ins/catch ups to stay up to date with everyone - even if it's just saying good morning to one another!

6. Take breaks and socialise



Make sure to take regular short breaks - it could be running up the stairs, doing the washing, or going outside. Make sure you interact with others too, if it can't be in person - try a video call!

7. Prepare food the same way



If you meal prep on Sunday nights, then keep doing the same! It takes less time away from your break. Also think about having healthy snacks to stop yourself eating the leftover chocolate!

8. Meetings still exist



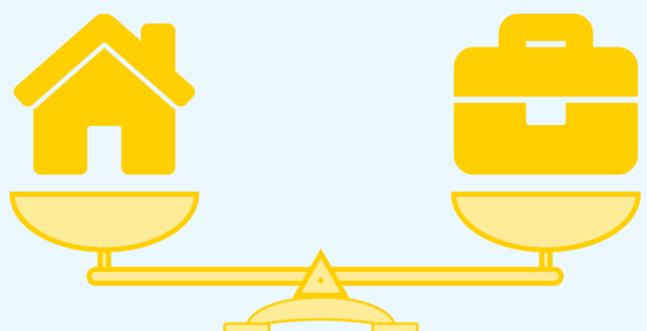
A phone/video meeting is not going to start off well if you answer in your old hoodie... Treat it the same as a face to face meeting - professionally! Dress smart to set a good impression.

9. Still take sick days



If you are unwell, it can be tempting to power through and continue working from home. But you should take the time that you need to recover otherwise you might make yourself more unwell.

10. Work-life balance



Good planning, time management, communication & prioritisation are key to finding a balance. If you use the same place for work & relaxation, you need to find a way to separate the two.