

# Top tips for healthy remote working from home



- **Communicate with your colleagues** – Make sure you are getting the support you need. Remote working can be lonely so it's good to socialise with colleagues as you would in the office. You can take advantage of technology and stay connected via video calls.
- **Take 10-minute breaks every two hours** – It is important to take screen breaks throughout the day. Make sure to get up and move around when you can, even if it is to make a cup of tea.
- **Keep active and get some fresh air** – Make sure you exercise a little to release endorphins and try to get some fresh air as much as you can within the restrictions.
- **Plan your day** – It is good to add structure to your day. Plan what you're going to do and try to achieve, this will give you a sense of achievement and purpose. Even just getting dressed in the mornings is like routine.
- **Sleep** – Being stuck in doors for prolonged periods of time can disrupt your sleep patterns, so try to stick to a routine of when you get up and go to bed so that you get enough sleep.
- **Talk to someone** – If you are struggling or need extra help and support reach out to someone within your company for help.
- **If you feel ill, don't work** – It is better to rest and recover properly before going back to work.
- **Don't stay glued to the news** – Constantly looking at the news could cause added stress or panic. Sometimes, it's good to switch off or try to limit yourself to only tuning into the news 1-2 times a day.
- **Designate a space for your office** – It is important to not mix work and personal time. By designating a space in your home to work, which is separate from where you sleep or relax, it is easier to switch off when you are finished. If you can't designate a room, try turning your laptop off and putting it into a drawer so that it isn't in front of you when you try to relax.
- **Get creative** – Creativity is unique to everyone, so find what suits you best. Doing something creative can lift your mood, release tension and boost your energy. The internet can help with ideas: join an online yoga or meditation group, play an instrument, draw or paint something, join a virtual choir or follow tutorials on YouTube.
- **Talk about your feelings** – It can be difficult, especially during isolation from others, to talk about your emotions or figure out how exactly you are feeling. Reach out to loved ones, colleagues and managers to try and relieve the pressure of keeping everything bottled up. Starting a journal or writing things down could be an easy and effective way to help with this.
- **Stay hydrated** – Without the usual tea and coffee runs in the office, it can be harder to remember to stay hydrated and drink throughout the day. If you need to, set reminders on your phone to remember to drink water and liquids at regular intervals.
- **Take it one day at a time** – Don't panic about the future, that's the Prime Minister's job! Try to switch off from external noise that could be causing stress or panic and try to focus on the positives you've had today e.g. a nice meal, a phone call with loved ones, etc.

