



Working from home – some useful tips

1. **Keep in touch** - Ensure that you have a daily Teams call with your team – this helps us all to stay connected, and ensures that we are focusing on the right things.
2. **Show your face** - Use your video when on a Teams call. Seeing each other's faces makes us feel more connected and can make working from home feel less isolating. It will help you to engage more on calls too!
3. **Chat!** - Use the chat option in Teams to keep in touch with your colleagues throughout the day. You need to communicate more, not less, if you are working alone.
4. **Show that you're there** - When using teams, give a 'thumbs up' to show that you've read someone else's post – it shows that you've seen it!
5. **Plan, plan, plan!** - Plan your day's tasks – to make sure you keep on track.
6. **Maintain regular hours** – Set a working day and stick to it – this will help maintain work-life balance. Try to start and finish the day on time.
7. **Schedule breaks** - In the office you would be moving more, so set yourself a 5 or 10 minute break morning and afternoon, and ensure that you stop for lunch and stretch your legs.
8. **Eat Well** - Make sure you eat a healthy lunch! It's easy to snack if you're at home. If you would normally pack a lunch for work, why not do the same thing at home?
9. **Set some rules** - Set ground rules for others in the house when you're working – if you want them to leave you alone, let them know! Pets, and family members can be distracting!
10. **Give yourself space** - Set yourself up in a separate working space if possible – try to make it feel as much as possible like your normal work environment.
11. **Be comfortable** - Make sure that your working space is comfortable. Try to make sure you have a suitably supportive chair and sit at a table or desk if you can.
12. **Get dressed as you would the office** – as novel as it may sound to work in your tracksuit bottoms or loungewear, getting dressed the same you would in the office is shown to improve work productivity, motivation and overall emotional health.