

**During the coronavirus outbreak, you may find you need to work from home. Here are a selection of 'top tips' that can help to prioritise physical and emotional wellbeing, and maintain productivity, while working remotely.**



### **Routine**

Keep as close to a regular work routine as possible, including your getting ready routine, take regular breaks away from the computer screen, and take your lunch break away from your workstation. At the end of the day, consciously disconnect from work. Shake off the day (metaphorically or literally!)



### **Workstation**

Find a space away from the hustle and bustle of the rest of the household. If possible, try to avoid bedrooms. Make your workspace as clean and positive an environment as possible. Try to set clear boundaries, particularly if other members of the household are home. Close your workstation down at the end of the day.



### **Fresh air and exercise**

Make sure you build in time for fresh air and movement. Take breaks away from work for some fresh air, even just 5 minutes standing by the door and connect with the outside (notice what you can see). Take breaks for movement. For simple desk-friendly stretches go to [www.csp.org.uk/publications/do-you-sit-desk-all-day-leaflets](http://www.csp.org.uk/publications/do-you-sit-desk-all-day-leaflets)



### **Socialisation**

Make sure to keep in touch with colleagues (make use of phone calls, Skype meetings etc., not just emails and instant messaging). It doesn't have to all be about work – on a normal working day we would connect with colleagues to catch up and check how each other are, share a frustration or share a joke.



### **Mindfulness and Resilience**

Try to incorporate mini mindful moments into your day, perhaps a few minutes focusing on your breathing while waiting for the kettle to boil. Or if you're feeling anxious or stressed, try stopping and naming 3 things you can see, then hear, then feel. Use strategies for relaxation and managing stress that you know work for you.