



LOCKED (DOWN) AND LOADED

The Normans guide to working well
...from a socially acceptable distance.



HEALTH AND WELLBEING

Tips and tricks when working from home

HAVE A DESIGNATED WORKSPACE

When working from home it can be tempting to work from your couch or the dining room table. This can be very distracting especially if there are other people at home. It also blurs the line between work time and personal time.

Instead, it is better to have a designated desk set up. This would ideally be away from distractions with everything you need within easy reach.

Your set up should include:

- A desk and chair that you can comfortably sit at for long periods.
- If you have a computer set up at home with a monitor it may be more suitable to use rather than a laptop.
- If you are using a laptop it should be at a level that is appropriate for your height. Your eyes should be in line with the top two inches of the screen. If you are working from a laptop and doing a lot of typing it might be beneficial to connect a keyboard to your laptop for comfort and efficiency.
- If possible, choose a room of your house that has a good amount of natural light. If natural light isn't possible, use overhead lights or a lamp to properly light the room.



SCHEDULED BREAKS

Working from home can be difficult, you can struggle with waning motivation and focus in the less structured world of working from home. Creating some structure in your day can assist with motivation and mental health.

The benefit of working from home is that scheduled breaks can involve more of the things you enjoy. If you structure them well throughout your day then you may find that you work better at home than you ever thought possible.

Scheduled breaks should be about 10 minutes long and taken approximately every 2 hours. This will differ for everyone but if you find yourself zoning out or struggling to focus it might be time for a break. They might include spending time with other family members or pets.

Try to also have a proper lunch break where you leave your desk for something to eat. Consider eating your lunch outside in your backyard to get fresh air and sunshine. If you are missing your colleagues and the usual banter you could even organise a lunch catch up over Zoom. There is no need to feel isolated while working from home.

2

TO-DO LISTS

If you don't already, consider starting a to-do list practice. You will be working in circumstances where you might not have files around you to remind you of work that needs to be done or the ability to print out emails, file notes or letters that arrive. It can be easy for work to get lost in a sea of emails when working solely in a digital world.

3

LIMITING DISTRACTIONS

If possible, choose a designated work area that has a door that you can close. If you have other household members at home this will signal to them that you are "at work" and shouldn't be distracted. It will also help you focus on the work that you need to get done.

Take your pet for a walk before work or during break times to hopefully expel some of their energy.

Don't turn on the TV. If you decide to turn on that show you're binge watching during your lunch break, you might find that lunch time turns into dinner time very quickly. Save TV for after work. This will assist with helping your brain know the difference between "work time" and "home time".

Save any household chores that might be tempting to complete for break times. We all know that one 5 minute chore can turn into an hour of scrubbing the bathroom.

Put your personal phone in another room or at the very least, out of reach and out of sight. Without colleagues or managers around it can be very easy to fall down the rabbit hole of social media and before you know it, you've wasted two hours of your day.

4

STRUCTURE AND ROUTINE

While it might be tempting to roll out of bed and into the "office" still dressed in your pyjamas, maintaining a structure and routine in your day will be beneficial to your mental health as well as keeping you motivated and productive.

Some simple things to put in place are:

- Getting up at the same time each day.
- Having a morning routine – exercise, shower, get dressed and have a nutritious breakfast. It can be helpful to get dressed in your normal work attire to assist you to get into "work mode".
- Start and finish your work day at the same time each day.
- Schedule in breaks.

Morning routines in particular are very important when working from home. It sets the tone for the rest of the day and will have you feeling motivated and productive before you even sit down at your desk.

5