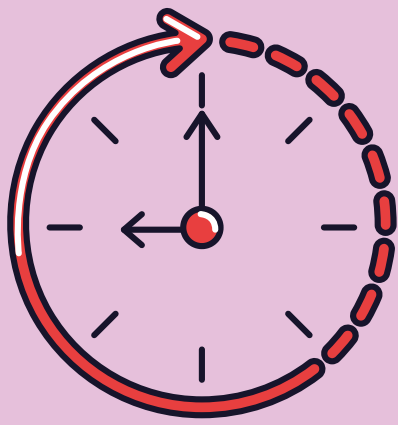


YOUR WELLBEING

HEALTHY WORKING AT HOME



WORK STATION

You may not have the perfect work place or equipment:

- get a supportive chair
- consider a stand-up desk
- get up and stretch regularly (every 25 minutes)



REGULAR BREAKS

Make sure you move every 25 minutes:

- get up and stretch
- go up and down the stairs
- get a drink
- go outside



ROUTINE

Start and close the day with a routine:

- get dressed
- go for a walk
- prioritise work tasks



WORK ENVIRONMENT

Find a space away from the main home area if possible:

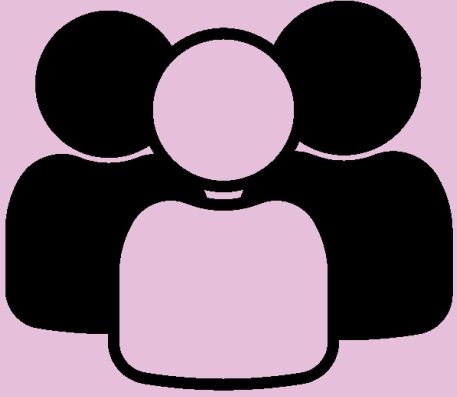
- avoid using bedrooms
- a plant helps



REDUCE DISTRACTION

You will produce far better work by focusing on one thing at a time:

- move your phone away
- remove apps that distract you
- get the big tasks done first thing in the morning



FRESH AIR

Get out once a day -ensuring you are meeting government guidelines. Go for a:

- walk
- run
- cycle



COMMUNICATE

Managers - don't be too task focused. Instead ask how your colleagues are and listen to their answer.



SOCIALISATION

This is a big one - we all need to talk to one another! Use tools, technologies and apps to stay connected:

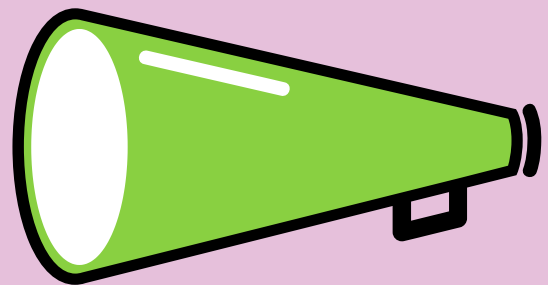
- MS Teams
- Whatsapp
- Skype
- Zoom



FOOD

Think about food and prep for the week:

- batch cook
- have healthy snacks in
- avoid too much chocolate



MONITORING AS A MANAGER

Think about:

- the nature of the job
- the individual
- your culture

and consider whether you need to monitor and measure output or hours, or both.