YOUR WELLBEING
HEALTHY WORKING AT HOME

WORK ENVIRONMENT
Start and close the day with a routine:
- get dressed
- go for a walk
- prioritise work tasks

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

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
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

**FRESH AIR**
Get out once a day - ensuring you are meeting government guidelines. Go for a:
- walk
- run
- cycle

**FOOD**
Think about food and prep for the week:
- batch cook
- have healthy snacks in
- avoid too much chocolate

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

**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.