

WORKING FROM HOME

Thousands of people are now working from home for the first time due to the coronavirus outbreak.



For others, it's just like any other week. About 1.5 million people work from home, and it's becoming more popular all the time. **So if you're not self-isolating, but have been told to work remotely, what's the best way to stay efficient and keep your spirits up?**

1. Get dressed

For some people, the prospect of staying in their pyjamas all day is the most tantalising aspect of working from home. But washing and getting dressed will not only **improve your state of mind, it will psychologically prepare you to start work.**

Whether you need to change into business attire depends on the type of person you are and the nature of the job you have. Some people find that dressing formally is helpful, and also useful if they need to dial into a video call.

2. Establish boundaries

If you're employed by a company, you'll probably have set hours of work, and it's important to stick to these when you're working from home.

Be ready to **start your day at the same time as you would normally arrive in your office** or workplace, and finish your day at the same time.

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3. Get some fresh air! (if you're not self-isolating)

Working from home shouldn't mean you stay cooped up indoors all day. While you might not miss your daily commute, it does guarantee that you leave the house at least once during the day as per government guidelines.

So get your shoes on, get outside and **remember to stay 2 metres away from other passer-by** and enjoy that fresh air. A different perspective will also help undo mental blocks and give you a fresh pair of eyes for any tasks you're struggling with.

4. Make that call!

When you're at work, you're more likely to engage with colleagues but when you're working from home, you could spend the whole day without speaking to anyone which can be isolating.

Pick up the phone or **learn how to Zoom and do video calls!**

5. Take breaks

It's good to have a routine when you're working from home, but work shouldn't become monotonous. And you shouldn't stay glued to your screen all day. It's important to take regular screen breaks and **get up from your desk and move around** just as you would in an office. Plus drink lots of water and keep hydrated!

Have a family break! Play a quick game with them, have snacks and drinks talk about their day so far! This is also a challenging time for our children with no real daily structure.