

Top-Ten Tips for managing your Wellbeing whilst working from home

The Coronavirus outbreak has meant that many of you will be working remotely for the foreseeable future. We have put together some helpful tips and practical guidance to keep your spirits up and maintain a good work/life balance.

1. Establish a structure and routine

- Stick to normal work hours if you can and use flexi time (where available).
- Keep a routine, start work at the same time you normally arrive at work, and finish at the same time.
- If possible, create a specific area in your home where you can work.
- Find a suitable work space if you can, one where you are not likely to be disturbed.
- Before you finish and switch off for the day, take 15 mins to tidy things away.



2. Work Flexibly



- If you have caring responsibilities be willing to change normal working patterns and work flexibly.
- Be realistic about what you can achieve during your working day.
- Focus on output rather than trying to do your normal working hours.
- Speak to your manager if you have any concerns.

3. Get dressed

- It may sound like a basic step, but sometimes it can often be tempting to just stay in your pyjamas all day.
- Dressing formally, links to structure, it can be helpful, particularly if you need to dial into a virtual call. Getting dressed (formally or informally) will also help to establish a boundary between sleep, rest and work.



4. Exercising and getting outside (if you're not self-isolating)



- Go for a walk, run or cycle, take your laptop outside (where possible) or enjoy a coffee break in the garden.
- Try a different perspective to help undo mental blocks.
- Try an on-line physical activity classes or mindfulness session.
- If you have a garden then try to take your breaks outside in the fresh air, weather permitting.

5. Virtual Catch-Ups

- Stay in touch with your manager but also your colleagues, try using Skype, WhatsApp or Zoom.
- Make time to either call or have a real conversation with other staff, rather than relying on email or instant messaging.
- Why not arrange a virtual coffee catch-up with your colleagues once a day!
- Pick up the phone, sometimes a phone call can solve something that e-mail can't.
- Your manager will set up regular meetings with you and your team. Catch ups don't have to be all about work.



6. Your work station



- Make sure you have a supportive chair and take the time to make your home workstation a comfortable environment.
- Be aware of the relevant guide (found [here](#))
- Try to declutter your work space.
- Be aware of lighting, temperature and noise.

7. Take regular breaks

- Don't stay glued to your screen all day.
- Take good breaks from work and if necessary set alarms on for example your phone.
- Get up from your desk and move around just as you would in an office. Every 25 minutes get up and stretch, breathe, go outside, walk up and down the stairs.
- Drink a plenty of water (so you have to get up!) and take a 5 minute break from the screen in every hour.



8. Healthy Eating



- Resist the temptation to reach for the biscuits and from drinking copious amounts of tea or coffee.
- Plan ahead for lunch, remember you can't just pop out to the shop.
- Ensure that you eat your lunch away from your workstation and take a proper break.
- Drink plenty of water throughout your working day.

9. Try to avoid speculation

- Speculation often fuels anxiety, having access to the right information about the virus will improve your mental wellbeing.
- Get up-to-date information and advice on the virus from these sources:
 - [NHS Inform Scotland](#)
 - [UK Government Coronavirus guidance](#)
 - [World Health Organization](#)
- Try to switch off from the news from time to time or even taking a longer break.
- Social media can be taxing on our mental health try to take a break from this too.



10. Support



- Talking to others is good.
- Don't be afraid to talk about how you are feeling and ask for help from your manager and colleagues.
- You can also seek guidance from your HR Partners or the Health, Safety and Wellbeing Manager.
- You can access further support if you need it, the employee counselling

service remains open and

- If needed seek support from your G.P. or the NHS. See support services information on page 4.

Further Support



Health Assured is our dedicated Employee Assistance Programme and is available 24 hours a day, seven days a week. Staff can contact the service by phone, online or through the App.

- **Phone:** 0800 716 017
- **Website:** www.healthassured.org
 - User Name Hanover
 - Password Hanover
- Download Health-e-Hub from the Apple or Android app store.

<u>BBC: How to protect your mental health</u>	<u>BBC: Five ways to work well from home</u>
NHS www.nhsinform.scot/coronavirus NHS24 Tel: 111 www.nhs.uk/conditions/stress-anxietydepression/mental-health-helplines/	Mind www.mind.org.uk Great resources to support wellbeing at work, lots of free resources and information available.
Moodcafe www.moodcafe.co.uk Advice, information and support for an array of situations. Online resources are available to everyone.	SAMH www.samh.org.uk/about-mental-health/self-helpand-wellbeing/coronavirus-and-your-mentalwellbeing
See Me Scotland www.seemesoclnad.org/newsand-blogs/coronavirus-outbreak-whats-happeningat-see-me	Support in Mind Scotland - https://www.supportinmindscotland.org.uk/
Thrive App www.headspace.com The app uses easy to learn clinically proven techniques to help you live a happier, more relaxed, stress-free life. Headspace APP free app	Breathing Space www.breathingspace.scot Tel: 0800 83 85 87 (Mon-Thur 6pm-2am, 24hrs at weekends)