

Tips for staying productive and healthy when working remotely

ROUTINES



Approach working from home as you would a normal day in the office.

Keep your usual start and end of day routines and create a lunch routine.

Some find wearing their usual office attire helps them to achieve 'work mode'.

WORK AREA

Set up a dedicated area where you will do your work - this allows you to separate work from home and 'leave work' at the end of the day.

If you're unable to dedicate a specific area for work you can still signal your work day is over by switching off your computer and packing up your work items.



BREAKS

Take regular short movement breaks to avoid prolonged sitting. Get up and move away from your work area for a few minutes every 30 minutes.

Seek opportunities to incorporate positional change and movement into your work day e.g. stand or pace around during phone or video calls.



PLAN AHEAD & SET BOUNDARIES

Plan your work tasks.

Avoid the temptation to work beyond your usual hours.

If you are not required to use your work mobile after hours, keep it out of sight to avoid the temptation to check emails or respond to messages.



DISTRACTIONS & (BAD) HABITS

Be wary of distractions and know your vice.

Set limits on the use of social media.

If you find yourself reaching for snacks more often, prepare or plan what you will eat during your work day and when.

Choose healthy nutritious foods to maximise energy and focus throughout the day.



COMMUNICATION

Discuss your personal circumstances and notify your manager if they change.

Discuss how you plan to communicate with your manager and team, and expectations around availability.

Schedule regular check ins.



PHYSICAL ACTIVITY

Stay active. Physical activity is scientifically proven to enhance both physical and mental health.

Working from home provides more time in your day for movement. Try using your previous commute time for exercise.



STAY CONNECTED

Spare a few minutes at the beginning or end of a meeting/call for casual conversation with colleagues.

Stay informed on team matters.

Schedule face to face catch ups with colleagues to maintain working relationships and friendships.

