

# Mental Health & Wellbeing

Top tips for staying happy and healthy at work, no matter where you are  
(home/office)



# Routine



As best as possible stick to your usual routine



Get up and out of bed at the same time



Get showered and dressed, and perhaps go for a walk



Make a plan for the day to prioritise your jobs

# Work/Life Balance



Set your working hours and stick to them. Let your colleagues know what time they can reach you from and when you're logging out.



If you're at home with family, let them know when you are working and when you're taking a break to avoid interruptions



Shut down your computer at the end of the day and avoid logging back in until your next working day



Make time to unwind when you log out for the day – do something you enjoy that will help you to shut off from work

# Workstation



Ensure your workstation is comfortable and your chair is supportive



Work at the dining room table (if you don't have a desk)



Try to avoid working from the sofa



Make sure you move regularly (every 25 minutes)

# Work environment



Find a space away from the main living area



Avoid working in the bedroom



Ensure there's plenty of light



And perhaps a plant or two

# Regular breaks & exercise



Every 25-30 minutes get up and stretch – and don't forget to take your lunch break



Go outside for a walk during breaks or go up and down the stairs



Drink lots of water and keep hydrated



Set an alarm to remind you to get up and move regularly

# Minimise distraction



Using your plan for the day, try to focus on one thing at a time



Allocate time to read and respond to emails



Remove distractions, or put Apps on “do not disturb”



Start your day with the task you’ve been putting on hold

# Socialisation



We all need to keep regular contact with one and other



If physical contact is not an option, use technology like Teams, Skype or WhatsApp



Check in with one and other regularly

# Fresh air



Try to get out at least once a day



Go for a walk, run or cycle



Get out in the garden and make sure you're getting enough Vitamin-D

# Food



Try to prepare and plan your meals for the week



Keep healthy snacks to hand



Take your breaks and eat regularly

# Communicate



Managers - try not to be too task focused



Check in, and ask how someone is – be interested in the answer



Life is messy and we're all feeling the tension – so let's embrace the situation

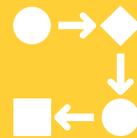
# Monitoring as a manager



Consider the job, individual & culture



Decide if you need to measure or monitor hours



Decide if you need to measure or monitor productivity