

Self-Care Tips

working from home

1. Build a Permanent Workspace

If possible, designate an area of your home, specifically for getting work done. This could be an empty or spare bedroom that you convert to a home office. Regardless of space or location, establish an area of your home where you will work, and commit to working in this space every workday. Again, if possible, try to make your workspace quiet so you can focus on the task at hand.

2. Homeworking Assessment

Please complete a work station assessment to make sure you are set up correctly.

[WORK STATION ASSESSMENT](#)

3. Set Real Work Hours

If you are going to make working from home work, then set specific work hours. Obviously, you will have agreed hours with your line manager and there are times when there are things you need to finish, which means working later than you'd normally work, which we greatly appreciate, but it is important not to over work and do more hours because you are at home.

4. Don't Work in Your Pyjamas

Beyond psychologically getting you in the right mindset for work, you'll be ready to handle any kind of video chat or check-in with a teammate. You'll be prepared to get work done, and you will be mentally and physically prepared for the day.

5. Try to Avoid Working in the Living Room

Avoid the TV and other digital distractions so you can focus on your work and getting things done. However, if used just for background noise, it's probably okay. Avoid watching TV while working; it sucks up your focus from the purpose of working at home. Instead, stream music that complements your work style (if that works for you).

6. Develop a Morning Routine

Another enjoyable perk of working from home is not having to get up, rush out of the house, and commute to the Hospice. However, working from home doesn't mean you get to skip your morning routine altogether. Since you'll likely be cooped up indoors, take a brief walk to take in the fresh air. Get up early, take a shower, make your coffee and breakfast, and prepare your lunch – start your day like you are going to work.

7. Exercise & Stretch Regularly

Exercise naturally boosts endorphins, which increases happiness, enjoyment, and interest levels, all of which are important for productivity. Regularly stretching helps you maintain great posture. At a minimum, stretch throughout the day so you don't get sore or hinder your quality of life.

8. Eat Healthy Meals & Snacks

Another work from home reality is that we have full access to the kitchen. So, when it's time for lunch or a snack break, we are immediately drawn to the usual snacks, such as crisps biscuits, or leftover pizza. When we work at the Hospice, we are at the mercy of whatever is available in the café shop or Eatery or whatever lunch we brought from home. However, research has shown that eating fruits and vegetables has a direct link on overall productivity levels. You can also avoid buying unhealthy snacks altogether. With extra planning, you can purchase more nutritional snacks rather than buying on impulse.

9. Take Short Breaks

Although taking breaks might seem counterproductive, research has shown that taking short breaks can actually increase productivity and creativity levels. If you don't have a work-life balance, then you won't last too long working at home. You can easily avoid this by working short, five-minute breaks into your daily schedule, or even make them a part of your rewards system.

10. Use Video Chat

Yes, the video conference— Microsoft TEAMS. Working from home can get lonely. Make it a point to chat with colleague. It matters. Humanity must not be lost in working remotely...even during a global pandemic



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