



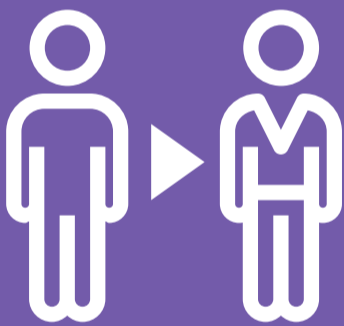
WORK WELL FROM HOME

Get into your work-from-home groove this lockdown



1. CREATE SPACE

Try to create a designated working space within your home with a chair that will help you sit up straight and a suitable table for your computer and other equipment. Ensure it's well-lit, warm and comfortable. Ideally, it should be clear of distractions and separate to the space you use to relax in after work.



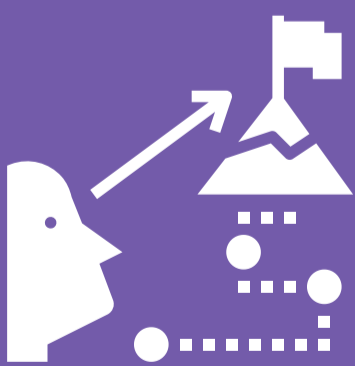
2. DRESS THE PART

Ok, so we all enjoyed the novelty of wearing pyjama bottoms during Zoom calls last lockdown, but what you wear affects how you feel. No one's saying you need to go full suit-and-tie, but making the effort to get dressed into something relatively smart but comfortable for work will help you get into the right mindset.



3. SET BOUNDARIES

Working from home can really blur the lines between, well, work and home. Try to start and finish at the same times you would when office-based, take brief breaks from your desk throughout the day and set a proper lunchtime, getting outside if you can. We all need to work late sometimes, but try to turn your work email off outside of working hours when possible.



4. DEFINE GOALS

Write down your to-do list and set achievable goals for items you want to complete each day. Have a couple of quick-wins that you can get in the bag at the start of your day to get you in a positive, productive mindset. Give yourself little rewards you can look forward to when you finish the day's work as well, such as a relaxing bath, virtual drinks with friends or a nice meal.



5. CONNECT WITH PEOPLE

Working from home can be isolating and e-mail doesn't really cut the mustard when you're craving human contact. Instead of just hitting 'send', try to regularly pick up the phone and talk with your colleagues instead. You may be suffering from 'Zoom-fatigue' but video meetings are also important for staying connected when working remotely.