

WORK FROM HOME

Top tips from staff



KEEP A ROUTINE

Prepare for work as if heading into the office

Update your To-Do List every morning

Work within normal business hours



MANAGE YOUR TIME

Use your commute time for exercise, relaxing or meditating

Have a plan to work towards

Clock off at a reasonable hour!

SEPARATE WORK & HOME

Have a separate space to work in
'Code switch' from home time to work time

Remove distractions

MANAGE YOUR MINDSET

Be aware of your own mindset

Try to be positive, this will pass & we will be stronger at the other end

Stay Positive!

CONNECT WITH OTHERS

Keep in contact with colleagues

Utilise Microsoft Teams to connect with others (cameras on!)

Be mindful of how we communicate

Be kind - we are all doing our best!



MOVE REGULARLY

Get up and move regularly

Take regular breaks away from the computer

Keep up daily exercise



FOCUS ON RESULTS

Communicate clear expectations

Focus more on output rather than hours

Drinking good coffee = better results!

