

# Working From Home Tops Tips!

## SET A STRUCTURED ROUTINE

It's easy for the lines between personal and work to get blurred whilst working from home. Keep to your normal pattern if you can, maintaining consistency.



## CREATE A WORK STATION

Find a nice quiet working space that works for you. Places with natural daylight, a desk and chair that are comfortable with everything you need to hand.

## STAY WELL CONNECTED WITH YOUR TEAM

Working from home can make you feel isolated. Make sure you have regular catch ups with your team, even if its for "Beers o'clock" on a Friday.



## TAKE BREAKS THROUGHOUT

You are still entitled to breaks! When putting together your schedule for the day, include sufficient breaks. Taking a stroll outside during the day will help keep you productive for the afternoon.

## SET BOUNDARIES

If there are other people at home, make sure you set clear boundaries with them so they understand when you are working. Likewise with work, when you've finished for the day, make sure you enjoy your own time.



& finally, remember to look after yourself!