



How to stay healthy, professional and motivated while working from home.

'wellbeing at work' is more important than ever!

W A W

Well-being at work



RE-PURPOSING YOURSELF AND YOUR HOME FOR WORK

Maintain your motivation and normal workflow goals by setting up a dedicated space at home to welcome work!

Behaviours

- 1 **Time management:** Stick to your normal schedule each day. Set times for work and breaks.
- 2 Identify those things or **situations that can be distracting** or challenging to focus on your work. Do a list and establish actions to minimise the negative impacts.
- 3 **Prioritise 3 main tasks** that you would like to achieve during the day. Stick to them and be committed. Long to-do-lists are not productive and can lead to feelings of frustration.
- 4 Let your **family** members know when you should not be disturbed but bear in mind it might be unavoidable: **welcome those interruptions** briefly and carry on!

Environment

- 1 Set up your new **workspace at home** only for work. Make sure it is functional but also comfortable! Have the physical equipment (laptop, mouse), Internet connection, email access and software required to do your job effectively.
- 2 **Create visual boundaries** so you are not tempted to do household chores. You can fashion them with, for example, plants to divide spaces.
- 3 **Work elements.** Get all things that you will need around you to do your job such as stationary, boards, etc. Be creative! You can even use your windows as boards.
- 4 **Temperature.** Make sure the heat in the room is comfortable for you. Nobody likes cold feet!
- 5 Put **sound** on your side: If you are in a conference call, avoid places that echo like a kitchen.

* For those who live alone and like a bit of companionship, you might turn the radio or TV on in order to have some white noise in the background.

* Headphones may be also give you a better sound quality or just to help you focus completely if the atmosphere at home is a bit noisy.



KEEP GOOD COMMUNICATION WITH YOUR COLLEAGUES AND MANAGERS.

We are social beings so relationships should be a priority while working from home. We need to share ideas, ask questions and feel recognised. One of the difficulties of remote working can be feeling ignored. Here are a few ways to encourage good communication

Behaviours

- 1
- 2
- 3

Maintain **daily contact with your managers and colleagues**. It can be through the team leader meetings and/or one to one calls to ensure performance and team collaboration.

Schedule a virtual coffee with a colleague over **video-call to catch up** and have a little break as you usually do at work.

If you are **not available** when you are expected to be, **always communicate** that with your colleagues.

Environment

- 1
- 2

Make sure you have the Internet connection and **software** needed to connect with your colleagues. E.g. **Skype or Microsoft teams**.

If it is possible to have a **second screen**, you can use it to video call your colleagues.

KEEP A HEALTHY ATTITUDE!

Implement changes and embrace new habits in order to keep your wellness, remember that your physical and mental health are priority!

Environment

- 1 If possible, set up your desk/table close to a **natural light source**.
- 2 Vary your **posture** regularly. If you are working on a sofa make sure you have a surface (small table) close enough to create a perfect angle for your back, avoid bad positions.
- 3 Make sure to take some **fresh air** during the day and if possible open the windows.

Behaviours

- 1 Remember to take **food breaks**. Have a little walk and/or change environments if possible. Nobody is productive when they're hungry and **movement** is needed!
- 2 Take advantage of your extra time to follow **online workouts** at home without being looked at. A few squats or leg stretching might give you a burst of energy.





THINK OF THE BIGGER PICTURE!

Being sustainable is about understanding that your actions have consequences in the world. At work, your contribution is vital for the team and that doesn't change because you are working from another location. You might feel like an island, but you're in an archipelago, linked to lots of other Islands and all working to the same goals.

Behaviours

- 1 Supportive social connections.** Supporting others within tough times is crucial, show empathy and be ready to help!
- 2 Plan your finances.** A potential recession in the short term is very likely. Be sensible!
- 3 Your footprint impact will decrease** by not commuting to work. And you get some extra time for yourself. Great news!
- 4** You do not need to increase your emails to show you have been more productive at home. A **good call** could be a better way to solve the issue

Environment

- 1** Create a **social group** with your colleagues to share information, to offer or ask for help, or just to hang out.
- 2** Surround yourself with things that **inspire** you. Like family photos, your favourite coffee cup, etc. Organise your space exactly as you like it!
- 3** **Natural plants** are a great way to reduce stress and give you visual inspiration.

If you are working from home and would like free advice and recommendations from us on how to make the best of your home working environment, please feel to contact us

 @WAWfactor

 @waw_wellbeingatwork

If you are an Employer wanting to help your business maintain productivity and employee Wellbeing during this transition, we have a free COVID19 Risk Assessment of your workspace and obtain a complete readiness status including Occupancy Management guidelines. Send us an email at: admin@wawfactor.com

WAW are a specialist consultancy focusing on 'Wellbeing At Work' strategies.

www.wawfactor.com

