

ROUTINE Start and close with a routine. Get dressed, go for a walk, prioritise your jobs.

MONITORING AS A PEOPLE LEADER Think about the nature of the job, the individual and our culture. Establish whether you need to measure and monitor hours, or output or both.

WORKSTATION You may not have the perfect workplace or equipment but get a supportive chair or consider a stand-up desk. Get up regularly (every 25 minutes) to stretch.

COMMUNICATE People Leaders don't be too task focused, ask how someone is and be really interested in the answer. Life is messy (especially right now) and we need to embrace this.

WORK ENVIRONMENT Find a space away from the main home area if possible, ideally not in your bedroom. A plant helps!

FOOD Think about food prep for the week. Can you batch cook on Sunday? Have healthy snacks in otherwise you will eat the chocolate!

REGULAR BREAKS & EXERCISE Every 25 minutes get up and stretch, breath, go outside, go up and down the stairs, anything to move your body! Remind yourself by drinking a lot of water or setting an alarm.

FRESH AIR Get out at least once, ideally twice a day for a walk, run or cycle.

SOCIALISATION This is a big one. We all need to talk to others. If physical contact isn't possible, use technology like Skype. Do this rather than phone – it is easier to see how someone is.

MINIMISE DISTRACTION We produce much better work when we are focused on one thing. Move your phone out of the way and get rid of all the apps which distract you. Get that big thing done early in the morning.



Healthy Working at Home