

WORKING FROM HOME TOP TIPS



GET DRESSED – Don't be tempted to stay in your PJs all day. Washing and getting dressed will improve your state of mind and psychologically prepare you for work. Likewise, changing out of your 'work clothes' will allow you to clock off when your working day is over.

SET BOUNDARIES – Try to stick to your normal set hours of work. Be ready to start your day at the time you would normally arrive in the office and finish the day when you would normally leave. Having said that, during this present time, lots of people may also have their children at home with them who need 'educating' and 'entertaining' – be flexible with yourself – these are unprecedented times and we can only do our best!

PICK UP THE PHONE – For some people, working from home may mean that you'll be alone. Although this may mean less distractions it can also be quite isolating. Make some time to pick up the phone and have a real conversation. If you can video call- that's even better!

TAKE REGULAR BREAKS – Whilst working from home you shouldn't stayed glued to your screen for long periods of time. It's important to take regular breaks and move around, stand up and stretch, go for a short walk, put the kettle on.