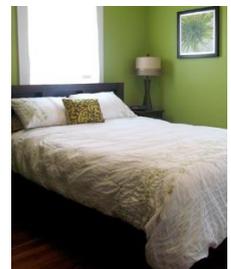


The Quality team short survival guide to working from home

Create a distinction between your working day and your home life:

Do something to mark the start and end of your working day:

- Create your own 'commute'. Walk round the block before you start your working day then do the same at the end of the day. If you can't go out, do some exercises at home. It's good for your fitness and also a symbolic gesture that aids your transition from work to home life. It will probably also be the most pleasant commute you've ever had!
- Set a time to start and finish and stick to it. Turn off your phone and put the laptop away in a cupboard at the end of the day.
- Wear work clothes when you're working and change into civilian clothes at the end of the day – don't just sit in your pyjamas all day.
- If you can, work in an area of the house that you don't tend to be in during the evening.
- If you have to work in the same room as you sleep in, make sure you have a good break between being in that room for work and going to bed so you can make a conscious distinction between it being an office and being a bedroom.
- If other people are in your home, let them know the hours when your 'office is open' and when it's closed so you can respect each other's space.



Build your routine:

- Block out tasks in advance for each day and give yourself some flexibility as things may have to be rescheduled or cancelled.

During the day:

Remember that when you're in the office you wouldn't work 7 hours straight without any distraction, so do something that takes you away from your desk / the computer – you'll probably find that's the time when you do some of your best thinking.

Make a conscious effort to move away from your laptop regularly to prevent stiffening up / getting headaches:

- Do some breathing and stretching exercises.
- Do some little bits of housework.
- Drink lots of water – it forces you to have regular breaks! (although be mindful of your loo roll supplies! 😊)
- Set up a proper workstation – don't try and use your laptop on your lap!



Have a proper lunch break:

- Get out of the house – potter in the garden or go for a walk or run.
- Change which room you're in.
- Listen to something other than the sound of your colleagues talking – bird song or windchimes outside, the radio, even some mindless crime drama on telly.
- Run some short errands - even the odd emergency shopping trip.



Random other things...

- If you've got pets, don't necessarily shut them out of the room you're working in. As long as they don't try to type on your keyboard or participate in tele-conferences they can be good office company – and also keep your feet warm if they like to sleep on them!
- Use your phone to check in on Teams notifications / read e-mails when your computer is taking ages to start / on a go slow.
- Avoid the temptation to have a glass of wine / beer with your lunch. We've not done this but can envisage it would lead to some e-mails being sent that are later regretted!!!

