

Tips for your health and well-being while telecommuting...

1. Try to stick to your usual working hours (unless you may now have a caring responsibility and need to be flexible). Get up at the same time, and perhaps use the time you usually spend commuting to make yourself a healthy breakfast or do some gentle exercises, you can also try Mindfulness Meditation, even for 10 minutes, these practices will help you get ready for your day.
2. Think about how you dress, when we wear sweat suits our minds know this means we are relaxing and switched off. There is no need to wear a suit, but perhaps you can wear jeans and a shirt. This helps us to be mentally in work mode and be alert. Also remember people can see you during online meetings 😊 Having two sets of clothes (work and home) will help you to switch off and separate work from your home life.
3. Try not to work in your bedroom. If possible, set up a work station in another room. If this is not possible, at the end of every working day move your computer and work notes into a different room. This will help you to switch off and it helps us to sleep better. Think about good lighting and a good chair to support your back and neck.
4. Try to keep your home clean and tidy. Every evening pack up your work items, perhaps hide them under a table.
5. Don't be tempted to do laundry, empty the bins, or other household tasks during the day. You will still have to meet your deadlines and if you are distracted during the day with household tasks you may find yourself having to work later into the evenings.
6. Try and make social contact with people on your team, or with colleagues that you normally say hello to and perhaps have lunch with. You can coordinate a time to talk online (ideally where you can see one another), you can have coffee together and share how your day is going.
7. Take regular coffee breaks (10 minutes) and lunch breaks (30 minutes or one hour) and try to finish at a reasonable hour.
8. During your breaks if possible, go outside and get some fresh air, maybe to your balcony, your garden, or ideally walk around the block. If this is not possible, do stand up and do some stretching exercises, your back and neck will thank you. Your eyes also need a break from the computer and phone screens.
9. Remember you are not alone. We are all part of a team. It is important for us to stay connected and to communicate well. If you are struggling with work, or with feeling disconnected, please reach out to a colleague or to your supervisor and ask for support. Ask for more time if you will not meet a deadline, don't try and hide, this will just cause you more stress in the long run.
10. Make a to-do list. When telecommuting we can feel stressed and overwhelmed with tasks. Plan your day either at the end of the previous working day or spend 10 minutes each morning. You can use Outlook or a paper diary to set goals and time limits on each project. You will feel good as you tick things off your list.
11. You can also use the time you save not commuting to work on a personal project. Perhaps study for a driving test, practice a language, read a book, go for a walk in the park and fit in some daily exercise (30 minutes is enough).
12. If you are concerned about gaining weight while telecommuting, perhaps buy healthy treats such as fruit, nuts or yogurt. Try and have porridge (oatmeal) in the mornings, this will fill you up and you will be less tempted to snack.

13. Try to go to sleep at your normal time, it can be tempting to stay up late and then start late the next day.