

# 5

## Tips for working from home

### 1 Create an 'at work' space



- Make a space for yourself where you can comfortably work for hours. A separate room is ideal but otherwise a temporary partition could work.
- Set up the space ergonomically to reduce discomfort, pain and potential injury. Unlike our friend here, make sure your monitor is at eye level or slightly below. The centre of the screen should be level with your nose, and typically 50 to 100 cms from eye to screen.

### 2 Set a routine



- Put on designated "work clothes"
- Sign on and off each day by messaging your colleagues.
- Try to start and stop work at the same times most days of the week.
- You can set 15-minute reminders on your phone to let you know "It's time to wind down work" or "It's almost time to get to work."
- If working to a schedule is difficult, have an open conversation with your manager and ask for flexibility.

### 3 Expect interruptions



- Expect interruptions, especially from children who may need some of your time and comfort.
- Be kind to yourself and your co-workers during this time and be flexible. Dogs will bark, toddlers may burst through a door during an important meeting.
- Home life will intrude on work, especially in homes with children not at school.
- If your co-worker's curious child comes to peek at the camera, be welcoming, give a friendly smile and wave, and watch your co-worker's stress melt away.

### 4 Take regular breaks



- Don't sit too long - set a timer and stand or walk every hour.
- Eat lunch at a place besides your desk without screens and with notifications turned off.
- Snooze notifications during breaks and during your personal, designated "non-work" hours.
- Stay hydrated by regularly refilling your water glass.
- Engage in yoga or other body work, even if it's just a two-minute or five-minute stretch.
- Practise mindfulness.
- Read a few pages of something for pleasure.

### 5 Be kind and stay connected



- For some of us, working from home is difficult so be kind to yourself and to those around you.
- Take the time for 'water cooler' chats and check in with your work mates.
- Most importantly, set a line between work and non-work to preserve the wellbeing of your family and yourself.
- Remember that you are playing an extremely important part in reducing the spread of COVID-19 within your community.