

Working From Home

A Practical Guide



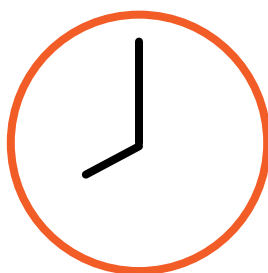
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Tips for Managing Your Day



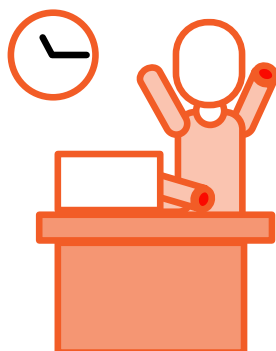
Setup a workspace – Find a space in your house that you can work from eg. a kitchen bench, desk, or dining table (away from distractions if possible!). Setting up a space that's for work is really important to help you draw a line between work and home life. Set this up so it's a good space for you physically and mentally.



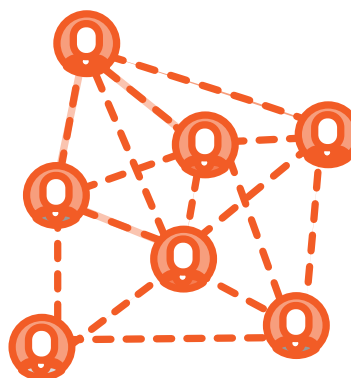
Have a work time – Set time boundaries for your working day so your home and work life don't merge into one. If you'd login on at 8am from the office, make sure you login at 8am from home.



Remember to eat and keep hydrated – Sounds obvious, but with the lack of routine and structure to the day, it can be all too easy to miss lunch – remember to plan and take lunch and to keep well hydrated.



Take a break – Taking short breaks more frequently at home is really important, as your set up won't be the same as your office setup. Make sure you get up, stretch and get away from your computer throughout the day.



Keep connected – Staying in touch with your team mates, colleagues and managers is really important right now, both to keep your work moving forward and to also keep you social.

[Click here](#) to see more great working from home tips that you'll also want to check out.

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Set-up for home work space

Screen setup: Ensure your screen is clean and position so there is no glare. Have your screen level with your eyes so it doesn't cause discomfort to your neck or head. If you don't have a monitor arm, use books to bring it up to a suitable height.

Get moving: Aim to get up and move around or stretch once an hour – you could set a timer on your phone as a reminder.

Connect with nature:

Studies have shown that being closer to plants and nature can reduce stress and enhance wellbeing. If you're able - try working on the deck for a while or place plants at your desk to help you feel more connected to nature.

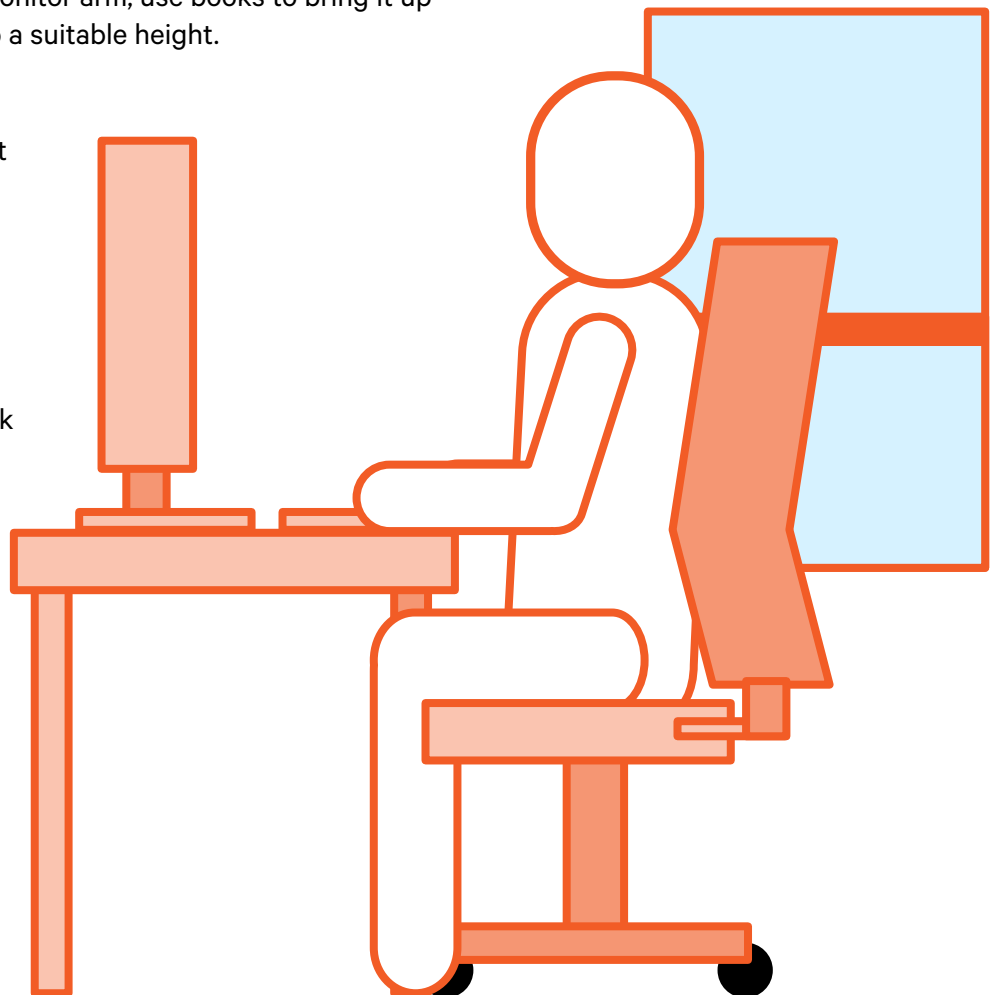
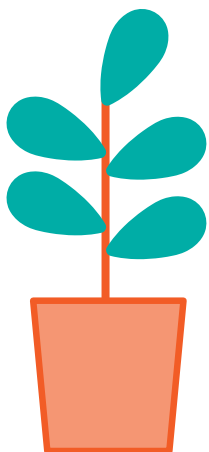
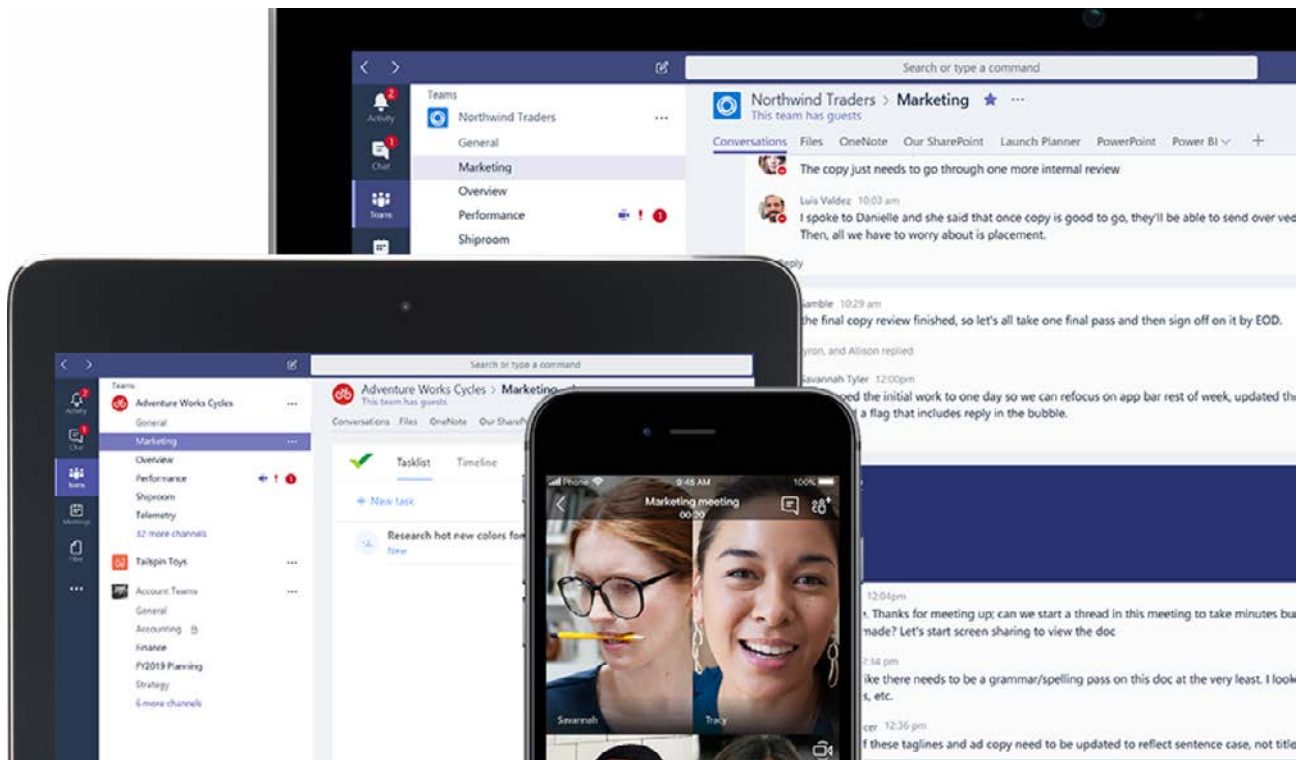


Table setup: Make sure your desk or table has enough surface space to work comfortably.

Chair setup: Choose a chair that is comfortable, try and keep a 90 degree angle with your arms and ensure your lower back is supported. Keep your heel flat on the floor and your knees slightly lower than your hips.

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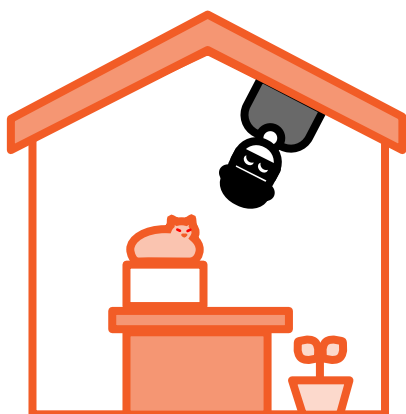


Get familiar with your collaboration tools

There are a host of tools available out there to keep you connected. Two of the most popular include Microsoft Teams and Zoom. Take a look through their features to learn how to hold online meetings, take part in chats and calls, and share your screen and transfer files.

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Working from Home Securely

- **Physical Security:** Make sure that all equipment you use to connect to company resources are secured wherever possible. Do not leave devices in your car or in common shared areas. Contact your company's IT team immediately if a work device is lost or stolen.
- **Always lock your workstation:** this is to prevent household members from accessing your device and accidentally making changes or unauthorised access to company information.
- **Always log out of your session** when you are finished.
- **Contact awareness:** Confirm the identity of people you might speak to on the phone or receive emails from and be doubly careful to look out for scammers. Scammers are looking to take advantage of people working from home so please be extra vigilant at this time.
- **Do not ignore software updates:** Software updates contain patches which keep your device and applications secure.
- **Do not save passwords:** in browser for website logins or in Windows for remote desktop logins. This helps secure our data if someone does gain access to your device.
- **Do not save company documents or data to your personal device:** When using remote desktop, make sure you save documents to your work computer and not your local device.

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Our wellbeing

It's a tense time for most of us. COVID-19 is scary, and it's rapidly changing the way we work, socialise, travel, access healthcare, exercise, shop and live. We know many people are feeling anxious, stressed, worried and scared so here are some tips to help us all through.

- **Find ways to connect** - Connecting with others is so important for our wellbeing and helps to make us feel safer, less stressed and less anxious. We can support each other to get through this.
- **Find ways to be active** - We know this is a tricky one without gyms or sports but it can be done! Do a yoga class online, try out a new workout on YouTube, go for walks or runs outside (just remember to stay 2m away from others!)
- **Stick to your routine** - Routines sound dull, but they're good for our mental health. Try to go to sleep and wake up at the same time, eat at regular times, shower, have regular online meetings with colleagues or virtual coffee dates with friends, do your chores. This will help you to manage your days and adjust when life starts to go back to normal.

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We're here to help

With most businesses slowing down over the lockdown it offers opportunities to proactively plan for the future. Done right, we could end this time in a stronger position than we were before.

We're here to help in any way we can. Don't hesitate to contact us:

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