

# MAINTAINING YOUR WELL-BEING WHILE WORKING REMOTELY

Overnight the majority of the workforce has gone from from working in offices to working at home. For some, working at home is not unusual. For others this is a completely new way of working. However, these are challenging times for everyone and maintaining well-being is more crucial than ever. Here is some guidance on things you can do to help maintain your well-being during this time.

## Starting your day



Keep to the same wake-up time

Maintain or establish a morning routine. Your routine will help you to ease into your day.

Dress for your workday. No office-wear required but dressing for your day helps with the physical and mental transition into work.

Utilise your commute time to do something enjoyable. Take your daily outdoor exercise, do an online workout, read a book, do a puzzle, do some yoga. Use it to help settle and ground yourself in preparation for the day ahead.

Start your work-day at the same time as you would if you were in the office.

## During your day



Choose a works pace that is as light and airy as possible.

Ensure you have space around you so you can work comfortably.

If using a laptop, elevate it so that you are not hunched over the screen and use a separate mouse and keyboard.

Use a chair that is a comfortable and supportive as possible.

Take time to connect with colleagues during the day and talk about things that are non-work related. Schedule virtual coffee breaks or virtual lunches. Nurture and maintain your relationships with your team and colleagues.

Ensure you are using the right method of communication and don't rely on email or text. Need to discuss an idea? Pick up the phone. Need written confirmation or instructions? Send an email.

Take regular breaks during the day. Get up and make a tea or coffee. Get some water. Go out into the garden. Look out of the window. You would not be focused on your work 100% of the time while in the office so allow yourself the same breaks while working at home.

Schedule a proper lunchtime; at least 30 minutes. Enjoy the opportunity to eat something delicious and nourishing.

Give yourself space to focus on getting work done. Turn off your email and other notifications. Let people know you are focusing on work and how they can reach you if they need you urgently.

## Managing thoughts and feelings



Right now it is OK and normal to feel concerned and anxious.

However, these thoughts do not have to be come intrusive and stop us from focusing on the present moment. Simple mindfulness techniques, such as the APPLE process can help you to manage these thoughts and stay in the present.

**ACKNOWLEDGE** – Notice and acknowledge the uncertainty as it comes to mind.

**PAUSE** – Try not to react as you normally would. Don't react at all. Just pause and breathe.

**PULL BACK** – Tell yourself that it is your worried voice talking. Realise that you are experiencing a thought or feeling. You do not have to believe all your thoughts.

**LET GO** – Let go of the thought or feeling. It will pass. You don't have to respond to it.

**EXPLORE** – Explore the present moment because right now, all is well. Notice your breathing. Feel the ground beneath you. Notice what you can see, hear, touch and smell. Shift your focus onto something else and give it your full attention

Box Breathing can also help bring you back to a place of calm. Simply:

Breathe in for 4.....Hold for 4.....Breathe out for 4.....Pause for 4

Repeat the cycle as needed to return to a state of calm

## Ending your day



Keep to your regular work day finish time. Close everything down and tidy away as much of your work equipment as possible.

Utilise your commute time. As you did in the morning, use this time to do something for yourself. Take your daily exercise outside, do an online workout, listen to a podcast. Do something enjoyable to help you leave work behind and prepare for your evening.

Keep to the same bedtime to help regulate your circadian rhythms and help you to get a good night's sleep.

## Further information

Additional resources to further support your well-being

### PODCASTS

**Feel Better, Live More with Dr Rangan Chatterjee**  
*In-depth conversations with leading figures in the health and well-being field along with practical tips that can easily be applied to daily life.*

<https://drchatterjee.com/blog/category/podcast/>

**The Therapy Edit with Anna Mathur**  
*Twice-weekly bite-sized episodes containing hints, tips, reflections and insights to support your mental well-being.*

<https://www.annamathur.com/podcast/>

**Deliciously Ella**  
*Weekly conversations on all aspects of health and well-being*

<https://deliciouslyella.com/podcast/>

**How to Fail by Elizabeth Day**  
*A podcast that celebrates the things that haven't gone right. Every week, a new interviewee explores what their failures taught them about how to succeed better.*

<https://www.elizabethdayonline.co.uk/podcast>

### WEBSITES

Mind - for better mental health  
[www.mind.org.uk](http://www.mind.org.uk)

Anxiety UK - a charity supporting people with anxiety  
[www.anxiety.uk.org](http://www.anxiety.uk.org)

The Mental Health Foundation - charity working to support mental health  
[www.mentalhealth.org.uk](http://www.mentalhealth.org.uk)

Every Mind Matters - guidance and tools from the NHS on looking after your mental health  
<https://www.nhs.uk/oneyou/every-mind-matters/>

Healthflix - an online community of health and well-being experts sharing content to support people working in isolation  
[www.healthflix.online](http://www.healthflix.online)

