**Tips for working from home**

**Stick to a routine**

We recognise that staff may need to work flexible hours to manage caring and family responsibilities but try and aim to start and finish your working day as you normally would in so far as is feasible. This is not a permanent arrangement. Take the time in the morning to shower, change, have a healthy breakfast and perhaps head into the garden, or around the block to get into some fresh air and clear your mind. Set a to-do list or work plan for the day/week and track your progress. Take regular breaks from the screen and workstation. A walk outdoors or some time with loved ones will be beneficial to your physical and mental health.

**Set-up a designated workspace**

It helps to use the same workspace every day. If possible have a separate space for yourself to work in where you can focus on tasks with minimal distraction, bearing in mind that others you live with may also need space for remote-working, schoolwork or other activities. Be sensible about where you work from and sit upright and don’t slouch. If you have children, they will be on their devices a lot over the next few weeks doing video calls to teachers, and friends. Work with the family so that they know your meeting schedules, and you know theirs, so that you can work around each other for the more important calls.

**Keep in touch**

It is important to stay connected to your team, manager and wider colleagues. Make use of online video calling through the various platforms that are supported by ITD. It is also beneficial for our well-being to keep in contact with friends, families and people in need. Why not stand up for your calls? We walk around a lot during the day in the office and now suddenly we find ourselves sitting a lot more.

**Take breaks and keep hydrated**

Try to stick to your routine and drink plenty of water during the day. Take a break in the morning and at lunchtime and shut down your monitor. If possible go outside and sit in the garden and have a tea or coffee with your family and see how they are getting on. Check in with your parents, siblings, friends to see how they are doing.

**Finish work at your normal time and close your laptop down**.

You should finish work at your normal finishing time. Your work is done for the day and it is time to relax. Give yourself the gift of this time after your day’s work. You deserve it and it will help you to replenish your resources and increase your capacity to work again tomorrow.

**Ask for support when needed.**

Speak out when you need assistance, further training or support. Your manager, colleagues and you are part of a team and should be supporting each other, especially remotely. If you require assistance or support please ask your manager