



## Top tips for working from home

So, what's the best way to stay efficient and keep your spirits up when working from home? Here are some tips:

**Get dressed** -washing and getting dressed will not only improve your state of mind, it will psychologically prepare you to start work.

**Establish boundaries**- you'll probably have set hours of work, and it's important to stick to these when you're working from home. Be ready to start your day at the same time as you would normally arrive in your office or workplace, and finish your day at the same time.

**Have a clear workspace**- this will help you get in to work mode. Space allowing, set aside a specific, separate area in your home where you can set yourself up - ideally with a properly adjusted desk and chair, similar to your workplace. Please make sure that your workspace is safe.

**Have a plan and stay focused**- Write a list of what you want to achieve- why not log it in your outlook diary so the team can be more aware what everyone is working on. Don't get distracted.... Don't get distracted- social media, loading the dishwasher, Phil and Holly- there are many temptations.

Many home workers recommend the Pomodoro Technique (so does Vicky!), a method of time management which breaks your working day into 25-minute chunks. Each chunk is followed by a five-minute break. Another one to look out for is the fat frogs. Fat frogs are the tasks that you are not keen to do, the tasks you avoid. Do these first. What if you have lots of fat frogs? Choose your fattest ugliest frog first!

**Get out and about (if you're not self-isolating) and get some fresh air and exercise**- Working from home shouldn't mean you stay cooped up indoors all day. While you might miss your daily commute, it does guarantee that you leave the house at least once during the day. So get your shoes on, get outside and enjoy that fresh air. A different perspective will also help undo mental blocks and give you a fresh pair of eyes for any tasks you're struggling with.

**Keep in touch**- Interact with other humans. Remember: You're working from home, not the moon. Interacting with other people during the day is allowed and in fact is strongly encouraged, If you're working from home, the chances are you'll be alone, so you won't get distracted by colleagues' conversations and other office noise.

When you're at work, you're more likely to engage with colleagues but when you're working from home, you could spend the whole day without speaking to anyone which can be isolating.

Make some time to pick up the phone and have a real conversation, rather than always relying on email and instant messaging. The senior management team are looking at lots of different ways to keep everyone in touch.

**Take regular breaks-** It's good to have a routine when you're working from home, but work shouldn't become monotonous. And you shouldn't stay glued to your screen all day. It's important to take regular screen breaks and get up from your desk and move around just as you would in an office.

Wherever you are working over the coming weeks and months there is a few things to remember:

- Keep safe by ensuring infection control in the hospice and at home
- Keep informed- read information from the management team, visit the NHS Inform website, speak to your line manager if you have any questions or concerns
- Keep in contact- communication and team working is going to be important as we adapt to the challenges presented by COVID-19.
- Keep your sense of humour and keep calm- these are crucial
- Keep being the amazing super humans and exceptional team that we are- be kind to others, look out for each other, help where you can and be kind to yourself