

Top 10 Tips for Working from Home

1. Create a dedicated workspace that is away from distractions and as ergonomic as possible.
2. Get dressed for work every morning to help put you in a working mindset.
3. Establish a routine, but also be open to 'going with the flow'.
4. Maintain good work and home boundaries. As much as possible, clearly define what hours you will be working and stick to it. Sign out and turn off notifications for work-related emails and messages when the day is over.
5. Make sure you take regular breaks and a lunch break where you don't look at anything work-related.
6. Take care of your body. Take deep breaths, stretch, try to eat healthily, exercise as you can and seek to get enough sleep.
7. Consider developing a wellness plan for how to take care of yourself during this time. This is easier to do when we are in a more positive mind frame, so best to do early on.
8. Check in regularly with your colleagues and see how they are going.
9. Communicate expectation with anyone who will be at home with you and ask them to respect your space during work hours, noting that this might not work as smoothly when children are involved.
10. Be kind to yourself. Many of the quick changes we are having to make during COVID-19 are difficult. You have already managed to adapt to a lot. You have already been very resilient. There is no right way to respond to this because it has never happened before. We are all learning together.

Find out more:

- [Looking after your mental health during the coronavirus outbreak](#)
- [How to look after your mental health when working from home](#)
- [Your coronavirus work-from-home wellness plan](#)
- [8 strategies to keep your mental health in check when working remotely](#)
- [Coronavirus: How to work from home, the right way](#)
- [Working from home? 9 tips so it works for you and your employer](#)

