Care first

COVID-19: Keeping your routine whilst self-isolating & tips whilst working from Home

With changes to our usual routines and our everyday life being affected by the developing COVID-19 pandemic; many of us may be facing new ways of working, juggling work without childcare, or adapting to new working environments. It is important that whilst making these changes we take careful consideration of our wellbeing; here are some top tips on working from home -

Get the right working environment

Try to set up your 'working space' somewhere you are least likely to be disturbed or distracted easily. Have familiar things around you in your workspace that you may usually have at your workplace, whether it be a picture, or calendar on your desk, or particular working equipment and stationary. To give transition and structure to your day, it is helpful to work in a separate space to where you normally choose to 'switch off' and spend your evenings. For example, avoid working from home in your living room if this is where you are likely to spend your non-working time.

Stick to a usual morning and evening routine

To keep an element of normality to your usual routine, it can be helpful to follow your usual morning routine as you would if you were leaving the house for work. Get yourself dressed and groomed for the day and when you have finished your working day, leave the area you have been working in and get changed into comfortable clothes that you would usually spend the evening in. Try to have breakfast, lunch and dinner at the usual times that you would during a normal working day too.

Keep to your usual working hours

Having the ability to work from home can blur the lines between our usual work/life balance. By having our work with us at home, it can be tempting to pick things up around the clock leaving very little 'down time' for ourselves, or to spend quality time with our families. It is therefore important that you set yourself boundaries and shut down your working machines at the usual time and leave your 'working space' until the following day.

Take regular breaks

It is good to try and stick to your usual working routine as closely as possible when working from home and not stay glued to your screen all day. It is important to take regular screen breaks, keep hydrated and get up from your work space and move around - just as you would if you were at work. Try taking your lunch break at the same time you would usually, ensuring you set aside a time slot each day for a proper break away from your workspace.

Stay connected

When you're working from home you could go the entire day without speaking to anybody, which could feel isolating compared with regularly engaging with colleagues when you're at work. Think about how you're communicating with people when you're working from home and whether some emails you send could instead be a real conversation over the phone. If you work in a team, perhaps consider setting time aside to have a regular meeting together. By picking up the phone, or making video calls with colleagues and having conversations instead of relying on email and instant messaging, can make us feel much more connected to people and reduce the risks of loneliness and feeling isolated.