



### Simple tips to embrace working from home

#### 1. Create structure and routine

Without any form of structure, work and personal home life can get blurred causing additional pressure. Try to stick to some form of routine and set realistic expectations of your working time. Don't be afraid to talk these through with your line manager.

#### 2. Create a dedicated workspace

Where possible, find a quiet space to work, away from people and distractions. Try to create an area for work that is contained and has everything you need. Make sure you are comfortable and try to choose a space to work in that is distinct from your main living space.

#### 3. Communicate boundaries and needs with others

If sharing a living and working space with others, make sure you discuss your needs with other members of your household. Be clear on the things you need and in return ensure you set boundaries with your working time. Make sure you factor in time to switch off your digital devices and step away from your work.

#### 4. Stay connected with others

Lone working and home working can cause us to feel isolated and removed from others. Make time to interact with others virtually - schedule video calls and pick up the phone instead of emailing. Book in a virtual catch up with your team or share a lunch break with someone.

#### 5. Take breaks

You do not have to be available all the time. It is very important to factor in breaks. Plan for them in your calendar – around work commitments – and stick to them. Make sure you have a lunch break and take regular breaks away from the screen. Making time for breaks is important to help manage feelings of stress – try to take lunch and regular screen breaks.

#### 6. Settle in and switch it up

Many people may be continuing to work from home for a longer period than originally expected and for the foreseeable future. Try to review your working area and practice regularly, to see if there is anything you can do to change or improve your working space.

#### 7. Be kind to yourself

Whilst many have spent a fair amount of time working from home across the last year. It is important to remember this is still a different situation than we would either prefer or are used to. Be kind to yourself by allowing time to adjust. Be realistic about the changes and what you can achieve during this time.





## **Simple tips to effectively manage remote workers**

### **1. Communication**

Communicate working expectations and how the team will work together remotely. Keep your team updated with changes and schedule in 1:1's or team meetings to keep your team talking and connected. If you have a large team, separate the team into link teams and delegate the lead responsibility to other team members.

### **2. Keep training, keep learning**

There are frequent updates on how technology has and continues to be developed to support working from home and the virtual working world. Make sure you share best practice amongst your team and signpost employees to tutorials, webinars or software updates that may continue to aid remote working.

### **3. Remote Working Policy**

Lots of organisations have created Remote Working Policies, to clearly outline organisational expectations, health and safety considerations as well as detailing the support that is available to their remote working employees.

### **4. Listen well and tailor your communication**

Communicate regularly but consider adapting your communication method if required. Should this message be delivered in a telephone call rather than an email? People can feel sensitive, when feeling isolated or anxious – try to consider the individual circumstances of your team and adapt your communication accordingly.

### **5. Lead by example**

Ensure that you develop healthy working practices and that you are sticking to them too. Demonstrate the expectations of your team through what you do as well as what you say.

### **6. Keep the virtual door open**

Where possible, embody and offer the culture and successful working practices of the office, in the virtual space. If you work with an open door or cross-team communication approach normally – find ways to continue with that approach online.

### **7. Employee Surveys**

A great way to understand the individual or changing needs of your team is to communicate regularly. An Employee Survey is a great way to better understand how your organisation is really doing and what extra support they may need.

