Tips for working from home

Be patient with technology – you may not have the internet speed or access to exactly the same applications as you have in your normal workplace. You probably can't change this is the short term, so be patient and try to be flexible in your expectations.

Maintain a routine - Try to keep the same working pattern as you are used to. Consider dressing in a similar way as you would if you were in the workplace. Take regular breaks and keep your regular slots for non-work related activities. Switch off at the same time as you would leave work.

Look after your diet – Eat balanced healthy food and eat regularly. Take a lunch break. Stay hydrated.

Keep active – take regular exercise. Check the Get Active page for tips. Get up and stretch regularly

Have a work station – If you can, try to find a place you can use solely for work. It should be well ventilated and lit and a comfortable temperature.

Look after your posture – avoid working from the couch. If you are working from a lap top, try not to lean forward, keep your back against the backrest of the chair.

Stay connected to colleagues – schedule in calls to you colleagues and use the technology available to keep in touch. If you are struggling, ask for help.