Working from home:
a checklist for lockdown

Set up routine and structure for your workday — **create boundaries** between 'work time' and 'home time'.

Create a specific place in your home where you work. **Avoid working in your bedroom** (if possible) so it doesn't become associated with being alert, awake and switched on.

Stay connected with co-workers and your manager by scheduling **regular virtual or phone meetings.** This can help you feel less isolated, stay productive and reduce stress.

Try a **digital detox in the evenings** so you can spend quality time with your family, or do the things you want to do.

If you're not stuck in self-isolation, **try to get outside at least once a day.** Go for a walk, get some fresh air, and sunshine.

Focus on the silver linings. Working from home can have many benefits. It can improve productivity, reduce distractions, reduce stress, & improve work satisfaction.

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