

# A GUIDE TO WORKING REMOTELY

Safe, well and effective



1

## ENVIRONMENT

A dedicated workspace can help us stay productive. Keep it tidy and regularly check your posture. Use headphones to filter out noise. Some people find that putting on a business shirt helps them switch into work mode.



2

## RHYTHM

Structure the day to support your team while ensuring you have time for rest and recovery. It is tempting to work late but remember that sleep is essential to immunity. Can you secure an hour for Flow (no distractions, most important tasks only) first thing in the morning?



3

## FOCUS

The 24/7 news cycle and social feeds are distracting. Sip cautiously and sparingly on information and gently bring attention back to the current moment. Try not to multi-task. Use breathing and meditation to train the mind. Ask family members to help you secure focus time, where possible.



4

## REST

Schedule 5 minute micro-breaks throughout the day: stand up, walk outside (if possible) and get some fresh air. Turn off devices 90 minutes before bedtime and practice long exhalations if you find falling asleep difficult. Turn off bright lights around 9pm to reduce blue light exposure.



5

## COMMUNICATION

Stay connected to your family and practice impulse control - remember the amygdala. Create a virtual watercooler and ask colleagues how they are doing. Use video calls where possible. Empathy and optimism will help us support each other and stay productive.



6

## MENTAL WELLBEING

These are challenging times and it is normal to feel anxiety. Focus on what you can control. Practice staying calm and being active. Ask for help if you need it and be there to help others. Can you create a positive story despite the adversity?

We will get through this together.