

# Staying Mentally Well Working From Home

## No. 1



### Importance of Routine

- helps us manage uncertainty
- reduces cognitive load
- maintains our health and wellbeing

**Without a routine we lose important 'triggers' - such as, going to pick up a coffee usually resulting in a chat with someone about things other than work! (and it's good to talk about 'not work', even during work!)**

## Setting up a Routine



- time schedule (keeps us accountable)
- set a regular pattern that works to when you are most and least productive
- schedule activities rather than tasks

these can include whole life activities: kids' activities, housework, life admin, caring responsibilities, etc. Set aside times throughout the day when you can focus on these (and not work!).

*I focus better in the morning so that's my writing time. I use the afternoon for creative work!*

- organise around activity type, not tasks
  - communication
  - writing
  - collaboration
  - admin



*we can be in the moment and not worry about what we're supposed to be doing next*



## No. 2

### Active Planning

Activities we used to say 'I'll get around to...' or that were part of our usual routine, we now need to actively plan into our day.

This could be our commute to and from work (or exercise). We might have used this to transition between home and work. How will we do that now? It may help to ask ourselves:

#### How will I achieve this?

*I will take a walk before work and read a book after work.*

#### When will I do this?

*I will take a walk at 8am and read at 5pm.*

And then plan it into our routine.

## No. 3

### Managing Personal Boundaries

Now that all our colleagues are coming in to our bedrooms, lounges and kitchens through the wonders of Teams and Zoom, how do we set boundaries?

#### Who, what, when, how, why?

Take a moment to write down all the people you need to communicate with professionally and ask:

*How often to do I actually need to communicate with them?*

*Do we need to video or is an email appropriate?*

*Say 'no' to the odd video call if you need time out.*

**NB:** We are all figuring this out day by day and we are all beginners at this. Be easy on yourself. Be easy on others. It is fine to do what you need to do (do the laundry, stare out of the window) - allow yourself this time discover what works for you!