

## Top tips to support your wellbeing whilst working from home

### Set a routine and boundaries around your working day

- Setting yourself a routine where you wake up, start work and finish work at certain times can help to create structure and boundaries around your working day, and separate work from your down time – we may need to be flexible around these times as we react to different situations and demands but planning will always help
- Keep to your normal morning routine as much as possible
- Schedule your daily 'to do' list in your work diary to also help give structure to your working day and help you stay focused and productive (again maintaining flexibility as required)
- If you can, designate a 'working space' at home that you can assign specifically to your working day – this doesn't have to be a separate room, it could be a specific chair at the kitchen table. Where possible avoid working in spaces that are associated with leisure or rest periods

### Create a healthy and sustainable workstation at home

Not everyone will have a fully equipped workstation at home and for many of us working from home will be a temporary arrangement, but there are some things we can all do to help create a healthy and sustainable environment during this time:

- wear a headset or use a speakerphone for phone calls (where appropriate)
- ensure your arms are supported in a relaxed and comfortable position on the table/desk with your back straight, relax your shoulders, and try not to bend over your keyboard
- if necessary, place support under your feet so your upper legs are supported horizontally by your chair
- try to sit with a window behind you or to the side of you to avoid straining your eyes by looking directly into daylight

### Schedule regular breaks – including time to get some fresh air

- Schedule regular breaks throughout your day, step away from your screen, and take your lunch break as you normally would
- Do your best to get some fresh air every day. Open windows, spend some time in outside space

### Remove distractions

- Ensuring you can focus and engage in deep thinking is important
- Try to avoid the distractions of everyday homelife
- Make sure your personal phone is on silent and/or out of sight while you are working (unless there is a reason you need it on and near you)
- If there is more than one of you working from home at the same time, agree how you are going to avoid becoming distracted by each other – e.g. working in separate rooms or spaces if possible, being conscious of the volume of your voice when on the phone, or agreeing to take breaks at similar times throughout the day so you can keep focused on your work with regular breaks where you can interact
- Set boundaries with anyone else who may also be at home to respect your work space (e.g. roommates, visitors, partners, children)



## Stay in touch

- If you manage a team make sure you have regular contact each day with your team members who are working from home, especially if you know they live alone or are self-isolating
- Encourage continuous feedback and development to keep lines of communication open between colleagues
- Consider calling rather than emailing a colleague or client to avoid long periods without speaking to anyone
- Use internal messengers (if available) to check in with colleagues, and ask “How are you doing?”

## Keep active and get your rest

- Without a daily commute, many people who work from home find their daily ‘step counts’ are much lower than usual, and going to the gym is likely to become a challenge during these uncertain times
- If you are able to, walk around away from your workstation on a regular basis during the working day as part of your breaks
- Try taking a walk before work, at lunchtime, or after work if you can – this can also help you prepare for your day and wind down at the end of it
- Think about how you can maintain a general exercise regime in your new circumstances – including via remote classes, videos, apps
- Try exercises you can do sitting down at your desk - private medical insurance provider AXA PPP Healthcare share videos on YouTube that you may find helpful, including [Desk Exercises to Boost Energy](#) and [Desk Stretches to Improve Your Posture](#)
- Ensure you get enough, good quality sleep

## Healthy eating

- Food shopping may not always be straightforward at the moment, but try to focus on healthy food while you are working from home, and beware of an over reliance on snacks that are high in sugar as they can have a negative impact on your energy and concentration levels
- Build meal times into your daily working from home routine (breakfast, lunch etc.) to ensure you are properly nourished and energised to stay productive
- Stay hydrated – remember to drink water at regular intervals throughout the day

## Maintain balance

- Switch off from work and plan time to do the things you enjoy
- With the change in circumstances think about a new challenge or hobby. Something you’ve always wanted to learn or do? For you and those around you?
- Ongoing news reports can feel overwhelming. It is important to stay informed, but it is also important to maintain a balance and find time to focus on other things/clear your mind/relax, especially in the evening and in the period before sleep
- Think about specific relaxation and mindfulness techniques. Have you tried meditation? Why not start? There are many guides and apps available
- Technology is a fantastic enabler to remote working, but it is also important to maintain balance with technology to support your mental health and wellbeing during this time

## Other support and resources available to you

- [World Health Organisation](#) – access to the most up to date information and advice from the World Health Organisation Director General
- [Mental Health at Work Toolkit](#) – multiple resources to support the mental health and wellbeing of yourself and colleagues through Coronavirus isolation
- [Staying active](#) – advice from Sport England on how to stay active while working from home

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