

# Home Working

## Here are some top tips for working from home:

- Get dressed; it helps get into a work mindset and no one wants to see you in your pyjamas on a video call.
- Are you able to create a separate quiet place in which to work? Find a suitable chair and set up your laptop so that it won't cause you muscular–skeletal problems. Take a look at the HSE Gov.uk Display Screen Equipment checklist (DSE) which can be found at: <https://www.hse.gov.uk/pubns/ck1.htm> and run through the guide to prevent shoulder, neck and back problems.
- If you can, avoid your working area being set up in your bedroom; if you can have separate spaces for different activities this will enable you to relax when you are not working.
- If you are taking a call, try walking around at the same time to keep yourself active. Of course, if you are on a video call that won't work.
- Take regular breaks – if you are working at a desk get up and stretch at least every hour. Set an alarm on your laptop or phone to remind you to do so. Perhaps you can get outside and walk around your garden for a couple of minutes or throw open a window and breathe in some fresh air.
- Have a lunch break every day when you don't do anything work related.
- Let other people know that you are working – we all remember the BBC interview where a Professor was interrupted by a toddler coming into his room!
- If you are working from home and also caring for children think about how you can break your working day into chunks to spend some time with them and set them up on another activity.
- Use headphones and mute your microphone during conference calls (unless you're speaking) to minimize the amount of audio feedback and times that random sounds interrupt the conversation.
- Switch off; unless you are on call, sign-out from emails at end of day so that you can switch off mentally.
- There is a danger of over-working, so agree your hours with your line manager and stick to them – you may need to be flexible if working from home and also have to care for children or elderly relatives.
- Be sure to socialise virtually after your working day with others to keep the loneliness at bay.
- Don't do household chores like putting in the washing at random times during the day as that can be distracting – set aside specific time for those too.
- Be in regular contact with your colleagues.
- Managers; make sure everyone in your team knows the best ways to contact you. Not every house in Norfolk and Suffolk has a mobile signal so make sure you have the home numbers of everyone in your team.
- If you are a manager have short 1:1s with a different team member every day and try and speak to everyone individually at least once a week.
- If you are struggling to cope, reach out and ask for help and let's all look out for each other.
- If you haven't started working from home yet but may need to do so in the future check that you have access to all the drives and the intranet on your laptop as it is difficult to fix this once you are stuck at home.