



10 TIPS

To balance work from home life.

- 1 Create a physical gap** - If you travelled between work and home then use that same time slot every day to put a physical gap between you and home office and have a break. For example, using the same time you would have spent travelling, go for a walk and leave the phone behind.
- 2 Create a home office** - If you have been able to set up a home office in a separate room, lock the door at the end of the working day and do not unlock it until you start work the next day.
- 3 Pack up each day** - If you haven't been able to create a separate office space, then pack up all your work stuff into a bag and store it somewhere in a cupboard out of sight until you start work the next day.
- 4 Routine** - Finish work at the same time as usual or earlier.
- 5 Prioritise** - Create a daily ritual of doing your 'to do' list. Alongside each task, make a guesstimate of how long you think it will take you to do each task so you can manage expectations and timings.
- 6 Plan** - Plan your lunch in the morning so you don't get restless and waste time, or even worse don't skip it.
- 7 End of Day activity** - Plan a phone catch up /connection for 5pm on house party or FaceTime or zoom so you have something to look forward to and a reason to wrap up your work.
- 8 Be flexible** - your working day and window of productivity may change. It may be that as you adjust you find you are more productive first thing in the morning or later in the evening. Set yourself outcomes but be flexible with when and how you achieve them.
- 9 Be realistic** - your productivity may decrease to start with until you find your new rhythm. Be kind to yourself and give yourself time to adjust.
- 10 5 to Thrive** - incorporate the '5 to Thrive' as a daily ritual for as few as 21 days to create a new habit that makes us happier!

**“Extremes are easy.
Strive for balance”**