

Tips for Homeworking



Hopefully, frequent homeworkers will have already discovered many of the tips below and incorporated them into their daily work routines. For those who are new to the experience (and those who need reminding), here are lots of ideas to keep you healthy (physically and mentally).

- ✿ Try to replicate your office setup as far as possible.
- ✿ If you use a laptop, ideally, you should use a laptop kit consisting of a separate keyboard, mouse and stand.
- ✿ In the short term, or at short notice, a laptop kit and suitable desk/chair may not be an option. Take a look at our animated [Posture Guidance](#) to see how to achieve the ideal setup, and then use our [Agile Working](#) guide to see how to make the best of any compromise.
- ✿ If you do have a study desk or you can use a kitchen or dining table, you will probably have a chair that is roughly the right height. If your chair is too low, use cushions to raise yourself up and/or support your back. A footrest (or box) may be required to support your feet.
- ✿ Whatever table or desk you work at, aim to get the screen roughly at arm's length and the screen top just below eye level. However, if you use a small laptop or a tablet, you will probably want to bring it closer.
- ✿ Try to sit at the correct height with your elbows level with the top of the work surface and your forearms horizontal. If you have a mouse, keep it close to your keyboard.
- ✿ If you really have to use the sofa, don't do it for too long. Vary it with other postures. Don't use the bed!
- ✿ Place your equipment at right angles to a window. Do not sit facing a window unless you have no other option.
- ✿ Studies and spare bedrooms are often quite dark, so an LED lamp on the desk may help your mood and vision.
- ✿ When making telephone or video calls, stand up and move around whenever possible. Movement is key to reducing fatigue and maintaining productivity.



- 🌀 Take care of your mental & physical health:
- 🌀 Start and end your day at fixed times. This helps create a balanced lifestyle. Switch your device(s) off at the end of the day.
- 🌀 Create an agenda. This gives structure to your day and ensures you mix 'you time' with work activities.
- 🌀 Think about your 'normal' routine when you get ready in the morning. Some people prefer to dress for work when they work from home. Others even go out of the back door and come in the front door to create a sense of beginning their work day.
- 🌀 Take regular breaks. Weather permitting, keep a window open for fresh air or go outside. If you do not have a garden or yard, do exercises at home. There are many helpful apps and videos online, or you can start with our [simple Stretching Exercises](#).
- 🌀 Our friends at Cardinus also have a useful [smartphone app](#) for both Apple and Android phones.
- 🌀 Stay in regular contact with colleagues to reduce feelings of isolation. Video calls (Teams / FaceTime / WhatsApp / Skype, etc.) are more beneficial than phone calls.
- 🌀 Schedule a virtual coffee break with colleagues.
- 🌀 Better still, get your manager to do it for the team. This is one thing that does work better on the sofa!
- 🌀 If you feel isolated or anxious, speak to your manager or contact your employer's EAP. This can be an issue for new home workers.
- 🌀 Take a look at the [Action for Happiness](#) or [Mind](#) websites for more ideas.
- 🌀 If you're a LinkedIn user, check out Chris Croft's '[15 ways to make self-isolation a positive experience](#)'.
- 🌀 Avoid distractions during the day wherever possible. This includes the people who share your home as well as social media prompts. Switch off social media alerts and set aside specific times to review them. You may also need to agree on some 'house rules' about interruptions with family members.
- 🌀 Finally, another useful guide on LinkedIn from someone who has been working from home for a while. We don't know anything about Dave Officer, except that he is a graphic designer who produced [this excellent pragmatic guide](#).

