

How to stay healthy and productive while working from home

For some, working from home is the norm. However, since the coronavirus outbreak many will now be facing a new working environment and without boundaries individuals may face challenges. So, what's the best way to stay efficient and keep your spirits up?

Set a routine

Establishing a structured daily routine will ensure you stay productive while working from home. Start the day as if you would be getting ready to travel to the office, this will set the tone for the rest of the day.

Get dressed

Washing and getting dressed will not only improve your state of mind, it will psychologically prepare you to start work. Some people find that dressing formally is helpful, and useful if they need to dial into a video call.

Pick up the phone

When you're working from home, you could spend the whole day without speaking to anyone which can be isolating. Make some time to pick up the phone and have a real conversation, rather than relying on email. Turn team meetings into video calls to ensure you maintain face to face connection with colleagues.

Establish boundaries

Decide your working hours and stick to these. If you are at home with your children or someone who needs care, you may need to adjust what hours will be most appropriate for your personal circumstances. Once complete or during breaks, it's best to switch off your computer, alerts (including phone) and tidy away papers.

Take regular breaks

It's good to have a routine when you're working from home, but work shouldn't become monotonous and you shouldn't stay glued to your screen all day. It's important to take regular screen breaks and get up from your desk and move around. Be strict on yourself and consider going outdoors once per day.

Accept limitations

In these uncertain times we are dealing with high levels of frustration where matters are out of our control. If you can, it is better to accept this and focus only on what is in your control to change.

For more guidance read our recent whitepaper [The effects of remote working on stress, wellbeing and productivity](#). Alternatively, please visit nuffieldhealth.com/article or nuffieldhealth.com/corporate-wellbeing for further information.