

Top tips for working from home.

- 1. SEPARATE WORK AND HOME SPACES:** If you're working from your dining table, don't work where you eat.
- 2. SWITCH UP YOUR LIGHTING:** Why not try 'work' and 'home' lighting – make work lighting brighter. At the end of the day, change to lamps so you know it's time to relax.
- 3. DIARISE YOUR WORKING DAY:** In your calendar set up blocks of time including breaks and exercise. Try colour-coding your activities to help you see when you're doing what.
- 4. TAKE BREAKS:** And don't feel guilty about it! Breaks help you to recharge and process; they're essential for creativity.
- 5. PUT YOUR COMPUTER AWAY:** After your working day is over, put it away or cover it up. If you need to use it set up a work and personal profile.
- 6. DELETE WORK APPS OFF YOUR PHONE:** Or mute all notifications after work if you can't.
- 7. GET FRESH AIR (RESPONSIBLY):** Even opening the windows can help you to get some fresh air. If you can take a safe and responsible walk within the guidelines, try that too.
- 8. TV OR NOT TV?:** Whether you have the TV on at all during the day is a personal choice, but if you do, stop after one show.