



# 10 TIPS

To maintain wellbeing & adapt to living and working productively from home.

- 1 Create a rhythm** – it's important to establish and maintain daily routine. Begin each day by reflecting on what you want to achieve for the day. Include your work goals and your personal and family goals for the day.
- 2 Take regular breaks** – it's so easy to sit in front of the computer and stay there for the you struggle to get away from your computer try setting an alarm at regular intervals and force yourself to take a break away from your computer.
- 3 Stay active** – take at least 15 minutes of exercise each day. Ideas include cleaning the house, going for a walk or run, cooking a new recipe, walking up and down the stairs 10 times, playing with the kids, designing a mini bootcamp that you can do at home or engaging in an online exercise program.
- 4 Keep learning and growing** – why not take the opportunity to learn something new. Build time into your week to learn a new skill, a new language, piece of technology or something you've always wanted to learn but never had the time to.
- 5 Focus on what you can control** – at a time when many will be feeling anxious, worried and perhaps even a little angry it's important to focus on what you can control. You cannot control what's going on in the world, but you can choose how you respond –remember your mindset, your attitude and your behaviour is your choice.
- 6 Positive habits build a positive mindset** – to cultivate a positive mindset and help you continue to flourish spend 5 minutes writing down three things you are grateful for each day.
- 7 Stay connected** – human beings need connection and when the going gets tough it's even more important to feel connected. Take the time to phone a friend, have a group chat, facetime/skype or zoom with family members as well as with colleagues.
- 8 Get creative and seek new opportunities** – don't say we can't do that, ask what can we do?
- 9 Do something for yourself** – Do at least one thing for yourself each day e.g. read a book, take a relaxing bath, sit in the open air and listen to the birds sing. Ask what have I done for me today?
- 10 Be patient and be kind** – with so much change happening it can take time to adjust. Be kind to yourself and give yourself and others time and space to adjust. Recognise that we all respond to change differently, we will all have ups and downs at different times. Be kind to yourself and above all be kind to others.

**“Be the change you want to see in the world”**