



Working From Home (WFH) March 2020

Structure & suggestions during social distancing & self isolation



Accompanying documents:

- **WFH - Daily Schedule (example)**
- **WFH - Weekly Schedule (example)**
- **WFH - Health & Wellbeing**
- **WFH - Notes**

Example of a Daily Schedule for Working From Home

- Waking ritual (meditate, bathroom, get dressed, make bed etc)
- Disinfect touch areas while the kettle is boiling
- Have your coffee, breakfast, check socials, exercise - whatever your usual morning routine is
- Take out clean tea towels, hand towels etc to use for the day.

- **8 - sit down at your work station and plan your schedule for the day**
- **8.30 - start working**
- **10.30 - break - stretch, breath, run up and down the stairs a few times (or similar)**
- **10.45 - back to work**
- **12.30 - lunch, clean up, maybe prep food for the evening if necessary**
- **1.30 - back to work**
- **3.30 - stretch, breath, exercise. Catch up with personal messages & emails**
- **4 - back to work**
- **5.30 - close down work station for the day**

- Prep & cook supper, defrost food, check & order fresh veg, fruit & salad if running low
- Clean up straight after supper, run dishwasher, put tea towels & towels into washing basket
- Disinfect touch areas
- Bath / shower / pampering / evening ritual
- Spend time with family and/or spend time socialising with friends etc online or on the phone
- Get a good nights sleep. You've won some time here as you've not travelling to & from work, shops etc. Enjoy it!

*****Do you have a dog? The links below offer some great options for indoor exercise!*****

<https://www.cesarsway.com/how-to-exercise-your-dog-indoors/>

<https://petcube.com/blog/indoor-dog-exercise/>

Example of a Weekly Schedule for Working From Home

- Some things don't need to be daily. List what you need to do each week and share those tasks out between the days; some examples are:
 - **Monday - choose meals for the week, check supplies, sweep & mop**
 - **Tuesday - laundry, dust, hoover**
 - **Wednesday - place online orders for supplies, clean bathroom/s**
 - **Thursday - laundry, sweep & mop, water plants**
 - **Friday - Take a break from chores, remind yourself it's the last day of the working week**
 - **Saturday morning - Run home errands. Groom the dog, cut the grass, clear out a cupboard.**
 - **Saturday afternoon & evening - relax. Enjoy time with your family and/or friends either in person if you live together, or online/facetime/socials. Watch movies together, play games, have a laugh.**
 - **Sunday morning - strip the bed/s, air the duvet, mattress, pillows etc. Relax, enjoy the time.**
 - **Sunday evening - Fresh bedding, long bath/shower/self-care**
- Pick something new to do each week. It all adds up.
- Don't put too much stress on yourself - make sure your schedule is reasonable.
- Be kind to yourself and your people.
- Try new things!
- Shape your time into something you'll enjoy.
- If you feel you need to rest, then rest. There's no real rules here.
- Keep a running list. When you think of things you'd like to do or change, note them down so you have something to refer back to. In times of boredom & frustration this can be really helpful.

Health & Wellbeing

- Be kind to yourself. Acknowledge that you need some time to adapt & adjust.
- If you don't like routine, change it. Mix it up. Do it upside down. Whatever it takes.
- Climbing the walls? Apply your brain. Look for a challenge. Get involved.
- Actively combat loneliness. If you live alone, create an environment where you have good social contact by several means, don't rely on just one method or platform.
- Try new types of exercise. Once you get going, it's fun!
- Get some music on, dance like no one is watching (they more than likely aren't). Sing at the top of your voice, scream if you have to, just let go. You'll feel amazing afterwards.
- Acknowledge that your mental health is equally important as your physical health, and take whatever measures necessary to ensure that you stay well.
- Try new things. You have more spare time at the moment, so it's time to try to remember all the things that you promised yourself you'd do when you had the time, and promptly forgot about. Look back over old photos of holidays, days out, evenings in - they might jog your memory and even if they don't, what a great reason to go through your old pics!
- Change your furniture around. Swap rooms. Collect all your trinkets and regroup them somewhere new. Create change.

Here's some good, positive online wellness & exercise suggestions to start you off; click on the pink headings and you'll go straight to their websites. They all have associated apps too, for those of you who prefer to have your info in your pocket.

Yoga with Abigail

Newly launched due to the current health concerns and need for social distancing, this is my 'go to' for yoga. There are 3 levels of subscription, all affordable and extremely worth it - the fuel to get to her local in-person classes would cost you more than the monthly subscription.

Headspace

Very well received around the world, 'Headspace' isn't cheap, but then it's not shabby either. Focusing on meditation & sleep therapies, this combined with yoga will go a long way toward easing any stress & anxiety.

My Possible Self

What a great, easy-to-use-even-if-you-don't-feel-like-doing-anything-at-all-ever-again, resource for taking care of your mental health. Track your moods, learn from yourself, stay on top of it. We should all be using this anyway.

Deliciously Ella

Super-healthy & delicious plant-based recipes with some great lifestyle tips, Ella was the starting point for many a Veganuary journey!

Notes

Touch areas can be anywhere, in fact they'll vary from household to household. You'll be aware of your own actions & patterns so these are just suggestions:

- Door handles (internal & external)
- Window handles
- Doorbell
- Cupboard & drawer handles
- Fridge, kettle, toaster, dishwasher, washing machine etc - handles & switches
- Light & lamp switchers
- Remote Controls
- Phones (mobile & landline)
- Headphones
- Toilets - flush point, and touch area to raise & lower lid/seat
- Tap handles
- Sanitiser products - in particular, your 'go to' bottles when you've picked them up to sanitise. It's the last thing we think of sanitising, yet the first thing we touch during potential compromise.

Random Bits & Bobs

- Use fresh towels, tea towels etc daily. Make sure you have lots of detergent!
- Get a decent project management tool. Asana is my free software of choice, but there's multiple to choose from (Click Up comes a close second, then Trello). Transfer these lists into it if it's easier for you to work from, and definitely use it for work.
- Use this time for reflection and self-care. It's really important, particularly if you're usually a super-busy person.
- Socialise. Even if you wouldn't usually. Use the bajillion free resources available to meet people, talk, develop new interests. Being at home doesn't mean you need to be alone; physically you may be restricted but that shouldn't stop you from embracing a healthy & active life online.
- If you feel excluded, lonely, sad, isolated, or even just a little down in the dumps - reach out. If you don't feel comfortable reaching out to the people already in your life, there are a large number of organisations that are set up for exactly this. There are people out there who are looking forward to hearing from you. Call them. Allow them to make you feel lighter. Self-kindness is crucial.
- Catch up with old friends that you've lost contact with. Arrange an online school reunion. Write a little bio of what you've done with your life so far, so you can share it if you want.
- Now you have a routine, break it every so often. It's great to know you have a schedule so you can get everything done, but it's even better to rebel against it from time to time!