

## Working well from home

Many of our professional and academic staff routinely work from home. Other staff undertake this on an occasional basis, whatever your normal working pattern and location is it is important to maintain a good work-life balance and look after your health.

### Your working environment

You can check the suitability of your workstation through [Essential Skillz](#) and discuss with your manager any issues arising from the self-assessment.

### Exercise

It is important to be mindful of your posture. Poor posture may lead to musculoskeletal problems.

Try to incorporate desk exercises into your daily routine. You can download and print [Desk exercises](#) (PDF) or download an app that will send you a reminder to stretch at your desk. Try to incorporate some form of stretch or exercise every time you take a break.

Watch the following office exercise videos from Sally Kiddie (Heal Physiotherapy)

- [Office exercises 1 \(video\)](#)
- [Office exercises 2 \(video\)](#)
- [Office exercises 3 \(video\)](#)

### Establish working hours

Make sure you establish working hours so that you have a defined start and finish time. Stick to your work hours and make sure you do switch off at the end of the day. Establishing an overall routine that incorporates working hours can be helpful. Find out more about [daily routine guidance](#).

### Take breaks

You should take regular breaks from work. Short, frequent breaks are more satisfactory than occasional, longer breaks. Ideally, try to take a 5 to 10-minute break after every 50 to 60 minutes of work and walk around. Undertake more stimulating work when feeling tired as this help with focus.

Take your lunch break away from your screen, and (where possible) away from your work desk or room altogether. Staying well hydrated is essential for focus and concentration. [Eat well guidance](#) has some helpful guidance for meals and snacking while working from home

## **Keep in touch with colleagues**

Maintaining social interaction is important so that you don't feel isolated.

- Check-in with your team throughout the day as you normally would.
- Set up social team chats at least once a week (for example, virtual coffee morning or lunch online).

## **Video guides on work life balance whilst working from home**

<https://www.youtube.com/watch?v=lxhqTkev7II>

## **Fatigue and working from home**

What is fatigue?

Fatigue is a general term used to describe a wide variety of conditions, but is generally accepted as feeling very tired, weary or sleepy as a result of insufficient sleep, prolonged mental or physical work, or extended periods of stress or anxiety.

Boring or repetitive tasks can intensify feelings of fatigue. Fatigue can also be described as either acute (usually reversed by sleep and relaxation) or chronic (the constant, severe state of tiredness not relieved by rest).

Fatigue is known to increase with some environmental issues that you should give some consideration to the following:

Dim lighting, high temperatures, loud noises, high comfort, tasks that are very repetitive or ones that must be sustained for long periods of time.

Any change to your working pattern or hours may result in fatigue. It is important to put boundaries in so that you do not work during what should be down time.

Ensuring good sleep is vital to work and life activities. If you are feeling anxious or worried this will increase your levels of fatigue. Occupational Health can offer support and look at strategies for increasing your coping mechanisms. Set aside time in the evening for relaxation between work and your bedtime routine as this helps in improving your sleep cycle.

### **Workload and Technology**

If you feel your workload is excessive discuss this with your manager and work out some reasonable adjustments. IT are there to assist you contacting them for support will reduce your frustration.

Remember looking after your health is important and if you have concerns contact your manager or Occupational Health for support.