

# Top tips to stay focused when working from home

## Maintain your routine



Try to maintain your 'normal' routine where possible. Set your alarm, have a shower, get your morning coffee and a nutritious breakfast – you'll be set up for the day ahead. While you may not want to get dressed in your usual office attire, take the time to get out of your PJs! This will help you adjust to a home office and ensure your mindset is work ready.

## Hydration is key



Regularly drinking water is important, whether that's in the office or at home. Staying hydrated can help improve concentration. Why not keep a jug in the fridge for a refreshing top up throughout the day?

## Take a break



Health regulations advise that it's important to take regular screen breaks to prevent eye strain. Just like if you were in the office, take a break away from your laptop - make a hot drink, have ten minutes in your garden, or even read a book on your lunchtime. Taking breaks can help you retain a sense of normality during your working from home day.

## Stay on track



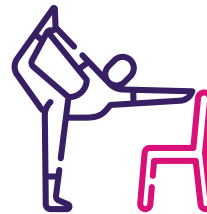
Why not write yourself a daily routine? Prioritise your day and write an actions lists - it can really help keep your mind motivated. We recommend writing out three top priority tasks every day. This will help you stay on track and give you a sense of achievement when you tick them off the list.

## Stay connected



Working from home can quickly become a lonely place. To help aid feelings of isolation, keep in contact wherever possible. Schedule in regular calls and set up virtual meetings where you can. Maintaining positivity and team spirit will contribute to your overall wellbeing and help to accomplish work goals.

## Stretch and meditate



Clear your mind and reduce stress by doing some simple stretches. Chair yoga is a great way to stretch it out at your desk and helps to relieve tension. Keep an eye out for our upcoming virtual chair yoga sessions! Mindful breathing is an effective meditation technique to help you re-focus for the day. Plus, there are many apps which can help you achieve some zen.

## Exercise



It has been scientifically proven that exercise can have a positive impact on your mental health. Keep to the Government guidelines and practice social distancing if you head outdoors to exercise, whether that's a walk, jog or bike ride - and keep at least 2 metres distance from others. Alternatively try a home workout, with plenty of live classes now available online.