

## Coronavirus - Working at home tips

(adapted from a document circulated by the Association of Educational Psychologists, with thanks)

- Even when you don't feel much like it, try to put a smile in your mind when you answer the phone. Try to put your own stress to one side. When you have a stressful call, call a colleague – don't dwell on it.
- Get up, and get ready for work, as if you were going to the office.
- Plan your work for the day. Estimate how long things will take to do, set aside that time so your day is filled. Also, when you are asked about your day, and what you have done, you can look at your list.
- Measure your work either by task ('I'm going to do this, that, and the other today') or by time ('I'm going to spend x hours on work tasks today'). Don't use both measures at once because you'll end up feeling dissatisfied with yourself regardless of what you achieve.
- If you want to put a load of washing in at 11am, do it. You shouldn't sit at your desk all day anyway, so doing something (call it 'thinking time' if you like) practical is good.
- Store the biscuits/cakes in a room as far away from your desk as you can.
- Similarly, if you remember mid-afternoon that you haven't lifted your tea out of the freezer, do it. Peel the spuds while you are in the kitchen, waiting for the kettle to boil.
- Take a dinner break. When the weather is good, and work is quiet(ish) go out for a walk. Get some fresh air (but remember social distancing!), come back with a renewed enthusiasm.

- Call at least one colleague every day. That means you speak to an actual person about life, the universe and everything at least once a day. Don't feel you have to limit that conversation to work either.
- Don't worry if you miss a phone call because you took a break. We all need to move away from the desk every now and then. Call the person back, and apologise for missing their call, but you don't need to explain if you were in the bathroom or something!
- Someone will knock on your door just as you call someone. They will understand when you say 'hang on, there is someone at the door'.
- Drink plenty of tea/coffee/water etc.