



WELL-BEING

Five ways to work well from home

GET DRESSED

But washing and getting dressed will not only improve your state of mind, it will psychologically prepare you to start work.



ESTABLISH BOUNDARIES

Be ready to start your day at the same time as you would normally arrive in your office or workplace, and finish your day at the same time.



TAKE REGULAR BREAKS

you shouldn't stay glued to your screen all day. It's important to take regular screen breaks and get up from your desk and move around just as you would in an office.



GET OUT AND ABOUT

Get your shoes on, go to the balcony or open all windows and enjoy that fresh air. A different perspective will also help undo mental blocks and give you a fresh pair of eyes for any tasks you're struggling with.



PICK UP THE PHONE

Make some time to pick up the phone and have a real conversation, rather than relying on email and instant messaging.

