

Tip sheet

Working from home

Working from home can offer many advantages, such as flexibility over your hours and location, but it can also present unique challenges, especially for mental health and productivity. Whether you're working for yourself or as part of a larger team, remember to keep an eye on your wellbeing to avoid burnout or loneliness down the line.



Maintain a routine

Stick to a schedule

Start and end work at the same time each day to establish a sense of normalcy.

Dress for work

Wearing professional clothes, even at home, can boost your mindset and productivity.

Take regular breaks

Schedule short breaks to rest and recharge, improving focus and preventing burnout.

Stay connected

Use communication tools

Leverage video calls, instant messaging, and emails to stay in touch with colleagues.

Join virtual meetings

Participate actively in online meetings to maintain a sense of teamwork and connection.

Use social interaction opportunities

Schedule virtual coffee breaks or check-ins with friends and family to avoid feelings of isolation.

Focus on your mental health

Avoid bad habits

Extreme coping mechanisms such as long nights or substance use may feel tempting in the immediate, but can quickly do damage to your health and productivity. Instead, try holistic and positive approaches to any stress you may encounter.

Practice mindfulness

Incorporate mindfulness or meditation exercises into your daily routine to reduce stress.

Do something nice for yourself

Give yourself little rewards throughout the day, whether that's a favourite snack, a walk with the dog on your break, checking in on family or anything else that helps you stay motivated.

Stay fit

Regular exercise can boost mood and energy levels, offsetting the sedentary nature of remote work.

Set boundaries

Clearly define work hours and personal time to prevent overworking and maintain a healthy work-life balance.

Comparison is the thief of joy

We all have our strengths, weaknesses and internal battles. Try to remember why you wanted or needed to work this way in the first place and the positives it brings you – not what someone else may or may not have.

Enhance productivity

Prioritise tasks

Use tools like to-do lists or project management apps to organise and prioritise your work.

Limit multitasking

Focus on one task at a time to improve efficiency and reduce errors.

Seek professional development

Take advantage of online courses and webinars to continue learning and growing in your field.

Ask for help

If your workload is too intense, speak with your manager or a co-worker to see what can be shifted or reassigned.



Ensure good ergonomics

Use a comfortable chair and a proper desk setup to avoid physical strain.

Minimise distractions

Keep your workspace tidy and free from non-work-related items.

Give these tips a try, and remember that you can always reach out to Vitae through your workplace if you need further support.

Create a dedicated workspace

Set up a home office

Designate a specific area for work to create a boundary between professional and personal life. There are also office spaces that provide hot desks if you want to get out for a day, or local libraries with free internet and readily-accessible resources.

Contact

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