

MONITORING AS A MANAGER: Think about the nature of the job, the individual and the company culture. Establish whether you need to measure hours, input or both and what support each individual needs from you.

ROUTINE: Start the day with a routine and schedule, especially if you are working with children at home. Get dressed and prioritise your day. You need work-life balance, despite your office being accessible 24 hours a day.

COMMUNICATE: Check in with your teams. Life is unsettled at the moment and it's ok not to be ok. If you are struggling with the situation, discuss this with a trusted colleague, or contact your Employee Assistance Program (EAP).

FRESH AIR: Get out of the house at least once a day. This will take your eyes away from a screen and help you focus. Do you have a garden or other outdoor space where you could take your lunch break?

FOOD: Think about food prep for the week. Can you batch cook your meals on a Sunday? Can you make a plan? Have healthy snacks to hand, or you'll run the risk of eating junk which will make you feel lethargic and sluggish.

SOCIALISATION: This is important. We all need to talk to others. Use Microsoft Teams to talk to your manager, your team and your wider colleagues. Schedule your breaks at the same time as others so you can still feel part of a wider network of people.

MINIMISE DISTRACTION: We produce much better work when we are focused on one thing. Move your phone out of the way, get rid of all the apps that distract you. Get that big task done early in the morning.

WORK ENVIRONMENT: Find a space away from the main home area if possible, preferably with a door so you are able to shut out external or distracting noises. Make sure you have everything you need to hand. Add some 'office comforts' like a picture or a plant.

WORKSTATION: You may not have the perfect work place or equipment at the moment, but make sure your chair is supporting (even if you need the aid of a cushion or 2). Get up every 25 minutes, or as regularly as you can, to stretch.

REGULAR BREAKS & EXERCISE: Get at least 30 minutes of exercise a day. Run around the garden, do an online class, go up and down the stairs; anything to move your body. This will help your physical and mental wellbeing. Remind yourself to drink lots of water.

