

CLARASYS TOP TIPS FOR WFH AND STAYING WELL

Experiencing COVID-19 **[together]**



1 PLAN YOUR DAY

When the daily routine of travelling to and from work, regular meetings, childcare responsibilities, and personal patterns fall apart, it's easy to feel lost, alone, and uncertain. So make sure you set up your own new routine, plan each day and your goals, and try writing a to-do list or blocking out time in your diary to focus on specific tasks to ensure you can stay motivated



2 KEEP THE CONVERSATION FLOWING

Physical isolation doesn't have to mean total isolation. It's important that now, more than ever, you keep talking, keep communicating with others. Take time to make a phone call, video call, send a message, and talk to others to share how you're getting on, how you're feeling, ask for support and give friendly advice if needed. Together we're stronger than alone.



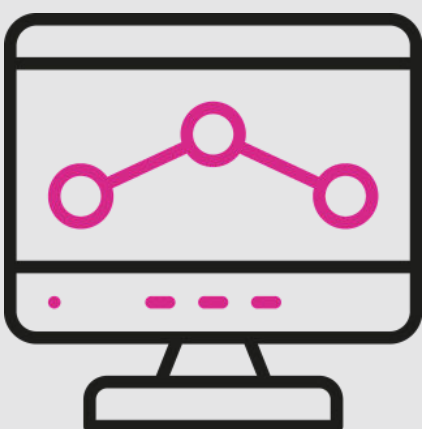
3 WORK / HOME BALANCE

When your place of home and safety also becomes your place of work, it's very easy to get the boundaries blurred between the two and separation from work can feel like a challenge. Similarly it can be difficult to get into a 'working' mindset. Try to separate your work environment from your home environment or set strict hours. Little tips could include working in a different chair / room, using a different mug...



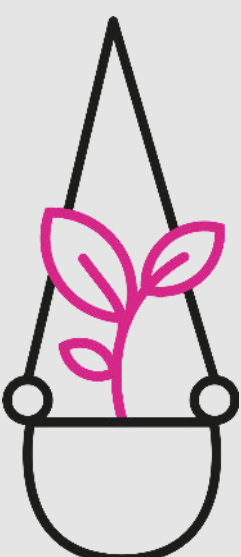
4 PRIORITISE HEALTH AND WELLBEING

Diet, exercise, and mental wellbeing are easily overlooked during a period of stress and crisis. Make sure you are maintaining a healthy diet, taking time for some exercise - whether that's Joe Wicks daily workout or a walk around the block. And make sure you're being honest with yourself and others about how you're feeling and coping with the sudden changes. Prioritise looking after your health and wellbeing - without feeling fit, you won't be able to do your job!



5 TECH SET UP FOR SUCCESS

Without being in the office, you may find yourself without key equipment and technology needed to do your job. Make sure that you're equipped and kitted out with working technology, ability to communicate, and a comfortable workspace that fits your needs.



6 BE FLEXIBLE

The nature of COVID-19 is unprecedented and unpredictable. This makes dealing with change necessary but not always easy. Try to expect change, don't rely on certainty, and anticipate needs to be flexible as things change and continue to keep changing.