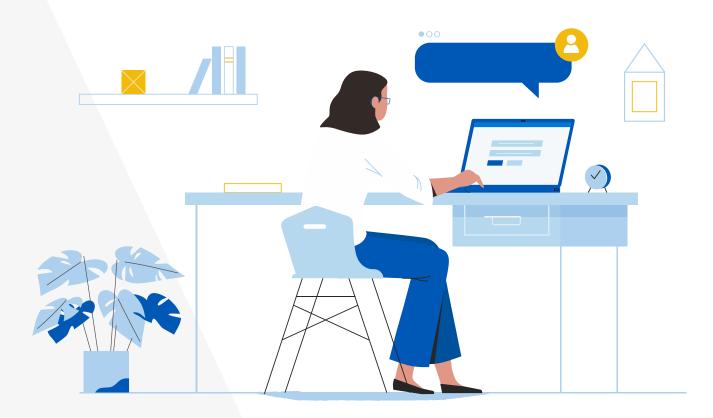# ADAMAS

A PRACTICAL GUIDE TO LOOKING AFTER YOUR MENTAL HEALTH WHILE WORKING FROM HOME

The way we work has been changing for some time but the Covid-19 pandemic has brought with it new and often difficult changes to working life. For many of us, the move to working from home full time has been a challenging and demanding adjustment to make. As with any big change in our lives, when adapting to a new environment or routine we need to take steps to look after our mental health. To help you prioritize your mental health and create a positive home-working environment we've put together some helpful tips.

1. CREATE YOUR WORKSPACE

Create a dedicated workspace so you can stay calm and distraction-free. Clear separation between work and home life is essential to keeping a clear and balanced mind.

TOP TIPS:

- A quiet space away from rooms you associate with downtime or socializing will minimize distractions and help you maintain a healthy work/life balance.
- Prepare everything you'll need that day in the morning. Starting the day feeling prepared will improve your mood and prevent any unwanted stress.
- A good quality desk chair will keep you comfortable, support your physical health and make your workday manageable.

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2. STICK TO A ROUTINE

Maintaining a routine will bring structure and consistency to your day keeping your mind clear, calm and stress-free.
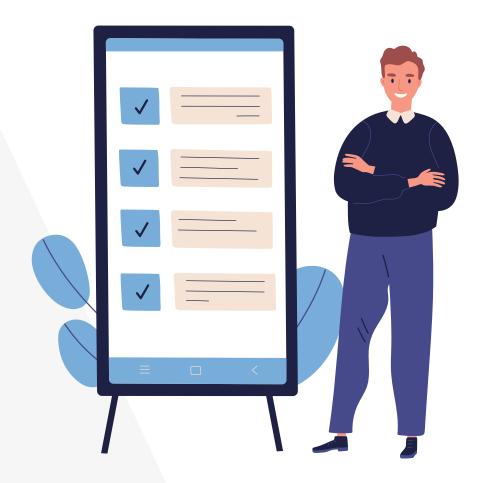

TOP TIPS:

- Try sticking to your usual work routine as best you can, this will give you a sense of normality and make it easier to adjust to the change.

- Get dressed! Putting on clean, comfortable clothes in the morning will put you in the right mood to start your day.

- Adapt! If you normally commute to work in the morning, instead of sleeping in an extra hour, why not use this time for a walk or a new hobby? Sticking to the same timings will give you a sense of stability and purpose.

- Leave your work at the desk. It can be tempting to work overtime when working remotely, but it's important to give yourself adequate time to unwind from the day. This helps separate work from home, keeping you balanced and worry-free.

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3. MANAGE YOUR TASKS

Regulating task management can be difficult without co-workers around to align yourself with. Devising a method to manage your workload will help you moderate your time, workload and stress levels. Remember, be kind to yourself!
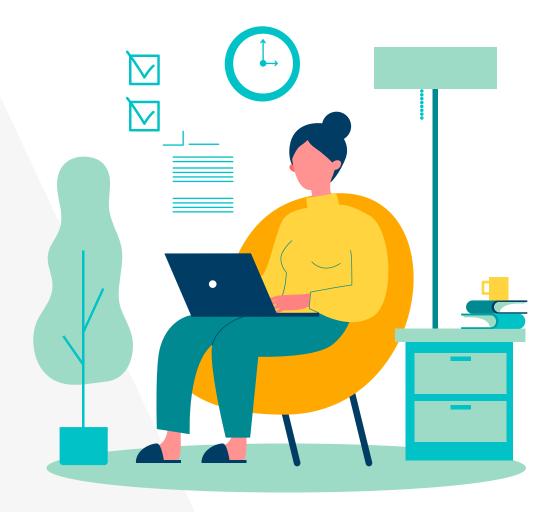
TOP TIPS:

- Setting out clear and attainable goals for the day gives you small, manageable hurdles to work towards and gives you a well-deserved sense of accomplishment.
- Why not try keeping your co-workers updated on how your work is going? Having someone to check in with will motivate you and remind you that you are not alone, we're all part of the same team.

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4. TAKE A BREAK

Taking regular breaks throughout the day helps reduce and prevent stress and can actually improve your performance as well as your mood.

TOP TIPS:

- When you take a break try physically moving away from your workspace.
- Go outside! 5 minutes of natural light and fresh air will leave you feeling replenished and energized, and keep you from getting too bogged down in your work.
- Why not try doing an activity like reading or playing a game? Giving your mind something else to focus on besides work will relieve stress and boost your mood.

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5. MONITOR YOUR SCREEN TIME

Working from home can feel like a constant cycle of moving from screen to screen. Taking control of your screen time will prevent work from preoccupying your time, improve your work/life balance and reduce stress.

TOP TIPS:

- During your breaks make sure to do an activity that doesn't involve a screen. Try reading a book, playing with a pet, going outside or even talking on the phone to a friend.
- At the end of the day turn off your work email notifications, this will help you avoid the temptation to give in to 'just one more email'!

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6. PAY ATTENTION TO YOUR PHYSICAL HEALTH

Looking after your mind means looking after your body. Eating well and exercising provides added structure to your day, as well as helping you fall asleep at night.
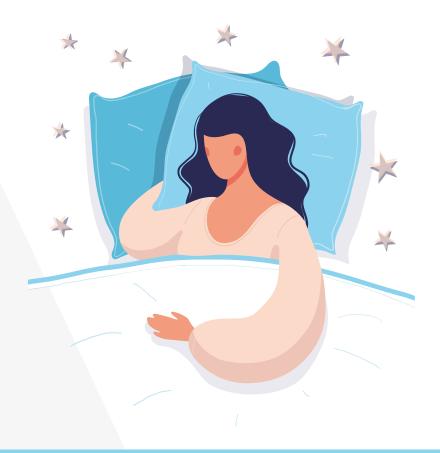
TOP TIPS:

- Eating nutritious, well-balanced meals helps us think clearly and feel more alert, as well as providing more structure to your day. Planning fun, new recipes for your breaks and after work could help motivate you throughout the day.

- Getting regular exercise, such as walking or jogging, improves our mood and concentration levels, and makes it easier to wind down at the end of the day.

- Why not try going for a short walk on your lunch break? You'll return relaxed, revitalized and energized.

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7. GET A GOOD NIGHT'S SLEEP

Changes in your environment and routine can disrupt your natural sleeping patterns. Sleep is a reparative act, we need it to function properly. Getting a good night's sleep will help regulate and improve your mood, making it easier for you to tackle the day.

TOP TIPS:

- Try to wake up and go to bed at the same time each night. This will bring structure and balance to your working week as well as regulate your mood.

- A physically active day will make it easier for you to fall asleep and stay asleep, ensuring you don't feel tired and lethargic during the day.

- Don't bring your work to bed! When working from home, it can be tempting to blur the lines between work and home life. Keeping your bed a work-free space will help sleep remain a time for rejuvenation and rest.

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8. STAY CONNECTED

In times when we can't be together in person, it's important to remember that you are still part of a team. Luckily, we have technology to help with this!

TOP TIPS:

- Schedule times to connect online with your co-workers, whether it be through video and phone calls, messages or games. It doesn't have to be work related! Speaking to people who are experiencing the same things as you will help you feel understood and encouraged. You could even plan a game or group chat! Socializing with your co-workers will brighten your spirits and remind you that everyone is in this together.

- Listen to your co-workers. Working from home can make communication feel difficult, but meaningful interactions with your team are a powerful tool in reducing stress and enhancing the sense of community.

- Talk about it! Tell your co-workers what you're finding challenging. Sharing the hurdles you face with your team and tackling them together diffuses the pressure. The different perspectives the team can offer will allow you to approach the task calmly from all angles.

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9. ASK FOR HELP

When working by yourself it can be easy to feel alone. Stress and negative emotions can become amplified without others around you to help you work through difficult moments. It's important to recognize when you need help.

TOP TIPS:

• Stay present. Make a conscious effort to acknowledge how you are feeling throughout the day.

• If you're feeling stressed, don't be afraid to reach out, as there will always be someone there to listen.

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TO SUMMARIZE:

We'll be facing many challenges working from home during the pandemic and it can be difficult to focus on our well-being. By following these 9 practical and proactive steps, we can make the experience easier on our mental health.

1. Create your workspace

2. Stick to a routine

3. Manage your tasks

4. Take a break

5. Monitor your screen time

6. Pay attention to your physical health

7. Get a good night's sleep

8. Stay connected

9. Ask for help

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