



# WORKING FROM HOME WELLBEING ADVICE

We understand that working from home for some people may already be a regular occurrence. However, for all of our people, working from home under these circumstances and for a prolonged period of time may feel different.

We want our people to be happy and well, even when you're not in your regular working environment. So with that in mind, we've put together a little bit of guidance to help with your wellbeing while working from home.

## CARING FOR YOUR MENTAL AND PHYSICAL WELLBEING

It's important to remember to make a conscious effort to support both your physical and mental wellbeing, even when working away from your usual environment. You can do this by:



**Staying connected:** Use technology to stay in contact with friends, family, your colleagues and your manager. Staying connected and feeling supported will help you to avoid feeling isolated from the outside world.



**Taking breaks:** To help boost your productivity, make sure you are taking regular breaks. Even if you're just getting up for a stretch or to make a drink try to do it as regularly as you would in the office.



**Maintaining a routine:** Aim to maintain as much of your normal routine as possible. If this isn't feasible try to manage your time by establishing new routines that work around your new circumstances. Then make a commitment to stick to them so you can balance work and home life while staying productive. Take care to not overwork yourself in your home environment.



**Keeping active:** Working remotely may mean that you move less. So try to counter this by incorporating physical activity into your day. You can do this in your home, garden or elsewhere outdoors (if you are not self-isolating). The National Trust has opened parks and removed charges for these, so take advantage of this while they're free. Regular exercise, like going for a run, is still encouraged but ensure you adhere to guidelines around social distancing.



**Being mindful:** App-based courses like [Headspace](#) and [CALM](#) are great ways to get started if you'd like to incorporate some mindfulness practices into your day. Alternatively, try adopting mindful eating habits like eliminating distractions at meal times, focusing on your food, eating slowly etc.



**Venturing out:** If you need to pop out, take care. Difficult times can result in more conflict. Try not to post on social media about food stocks and your technology equipment as this draws attention to what is available in your home. The less people know, the safer you will be (and feel) in your home. Take care if venturing out to the shops, panic buying has not brought out the best in people and we'd encourage all of our people to avoid conflict and take care in all that you do.



**Being open and honest:** If you are worried, anxious or concerned then seek help from those you feel close too. Whether that's your friends, family, colleagues or us at [TalkToUs@sewell-group.co.uk](mailto:TalkToUs@sewell-group.co.uk).

**WE'RE HAPPY TO LISTEN.  
IT IS NOT WEAK TO SPEAK.**

# BOOSTING YOUR IMMUNE SYSTEM

Keeping your immune system strong is the best way to fight off illness so we've pulled together some tips for looking after your immune system:



**Optimise sleep:** Aim for 7-9 hours of sleep per night. Try to establish a normal routine of waking and going to bed at consistent times through the week (and on weekends). There's lots of apps that can help remind you about this as well as monitor your sleep quality.



**Be active:** Try and get at least 30 minutes of physical activity each day (if possible). It helps to lift mood, improve sleep and boost overall immunity.



**Stay hydrated:** Keeping well-hydrated will optimise bodily function and protection against illness. Remember to try and drink 8 glasses of water a day, or two of your Sewell Wellbeing bottles. If you like to indulge in an alcoholic drink on an evening (when you won't be driving, of course!) please be aware of how alcohol can impact wellbeing, productivity and sleep quality.



**Plan your meals:** We know that in the current climate you may not have your regular ingredients available but try to eat well as much as is possible. Nutritious meals containing a range of nutrients, minerals and vitamins will ensure your body is well nourished, leaving you feeling happier and more energised.

## HINTS AND TIPS

We've put together our top tips to help maximise your productivity at home. If you have any more please share with us at: [TalkToUs@sewell-group.co.uk](mailto:TalkToUs@sewell-group.co.uk)



1. **Routine:** If you're changing your usual working times and routines to support your home and family life during this time, why not add your revised working schedule into your email signature to help your wider colleagues understand your availability



2. **Workspace:** Have a dedicated workspace. Try not to work from couches, or counter tops which could be bad for your posture. If possible, don't work in the places that you would normally use relax on an evening. This will make it harder to feel switched off at the end of the day and could impact on your wellbeing.



3. **Focus:** Focus your time on what's best for your home commitments. If it means you start later and finish later, or vice versa, allow yourself the best routine to support your productivity and wellbeing.



4. **Keep informed:** But don't get overwhelmed. It's easy to turn to the internet and social media in the search for answers and more information but that can become overwhelming and, for those with anxiety issues, perhaps addictive. Be aware of yourself and how you're processing information. Be wary of news and social media – consider the sources of information and if it's getting too much try and give yourself one time slot a day to update yourself and avoid looking outside that allotted time. Worrying is a natural thing, especially in these uncertain times but it can be exacerbated by 'fake news' and people sharing opinion on social media. Don't fear speaking to your friends, family, colleagues or us if you have concerns.



5. **Take breaks:** To help boost your productivity, make sure you are taking regular breaks. Try to do it as regularly as you would in the office. You will be less productive if you stay glued to your screen all day. Aim for several short breaks rather than less frequent long ones. Use your breaks to stay in touch with colleagues, grab a drink to stay hydrated or stretching your legs, for example.



6. **Background noise:** Some people love a quiet workspace, others need a bit of hustle and bustle to replicate office noise. Put on some music to fill the quiet, a little background music or the radio will help decrease the feeling of isolation.



7. **Make your lunch:** Plan ahead and have a pack up ready. This means you won't have to go to the trouble of motivating yourself to make a meal during a break or risk grabbing something unhealthy if you are short on time. Having something to hand will allow you to relax and take a bit of time for yourself on your lunch break.