

# HOW TO WORK FROM HOME

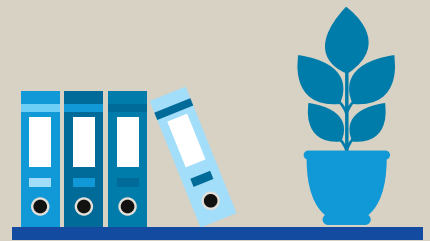


## GET READY FOR WORK AT YOUR USUAL TIME

Your commute will obviously be shorter but it's good to get up, get ready and have breakfast at your regular time. This gives structure to your working week.

## TALK OFTEN

Use chat and video call with your teammates. Email should be used for more formal interactions.



## TAKE A BREAK TOGETHER

Schedule a virtual lunch with your team or turn on the kettle and have a coffee catch up with a colleague (where possible and scheduled)

## RECOGNISE OTHERS

Working from home can put a barrier between you and colleagues/employees so make an effort to connect by praising great work.

## SCREEN BREAK

Start a team book club



## KEEP MOVING

Undertake virtual Pilates, HIT or yoga class. Incorporate a walk outside or some stretching exercises to your day.

## PLAN AHEAD



Plan tasks you're going to do for the day in advance or give yourself a set goal each day.

**FACT:** Morning is great for structuring your day.



**AVOID TOO MUCH**

**CAFFEINE**

## EAT WELL



Avoid constant trips to the fridge by preparing healthy meals. Stay hydrated by drinking a glass of water each hour.

## CONSIDER CONNECTIVITY APPS

Microsoft Teams



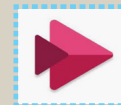
Microsoft Teams is a communication and collaboration platform that combines workplace chat, video meetings, and file storage including collaboration on files.

Microsoft Yammer



Microsoft Yammer is a social networking service that enables us to collaborate across locations.

Microsoft Stream



Microsoft Stream is a video streaming platform to share recordings and presentations among the team. Stream can also host live events and presentations for the team.