Ministry of Defence

Working from home
Supporting your wellbeing

Tips and ideas

You may be used to remote working or this may be new. Either way it is important to take some steps to set your day and working environment.

Structure your day

Try to replicate what your typical working day might be like in the office, e.g. coffee to start, snacks and lunch at similar times

Choose your work area

As far as possible, choose a dedicated work area that is tidy and ensure you have any necessary equipment, e.g. pens, paper, calendar, etc.

The **NHS advice** is that you should adjust your chair so you can use the keyboard with your wrists and forearms straight and level with the floor.

Tips and ideas

Get dressed

This does not necessarily mean uniform/work clothing but washing and getting dressed will not only improve your state of mind, it will psychologically prepare you to start work. Likewise, changing out of work clothes when you clock off for the day helps your brain to understand that the working day is over.

Take regular breaks

Regular breaks will help you stay refreshed and focused. At home it's easy to lose track of time and work much longer hours than usual – try to stick to your normal working times and take breaks when you need throughout the day.

Use the phone

Emails and instant messages are great but you're not getting the normal office chit-chat so think about using the phone instead.

Further thoughts

If you have additional needs

If you are receiving services for your mental health, learning disability or autism and are worried about the impact of isolation please contact your keyworker/care coordinator or provider to review your care plan. If you have additional needs, please contact your key worker or care coordinator to develop a safety or crisis plan.

You can also contact them to develop a safety or crisis plan if needed.
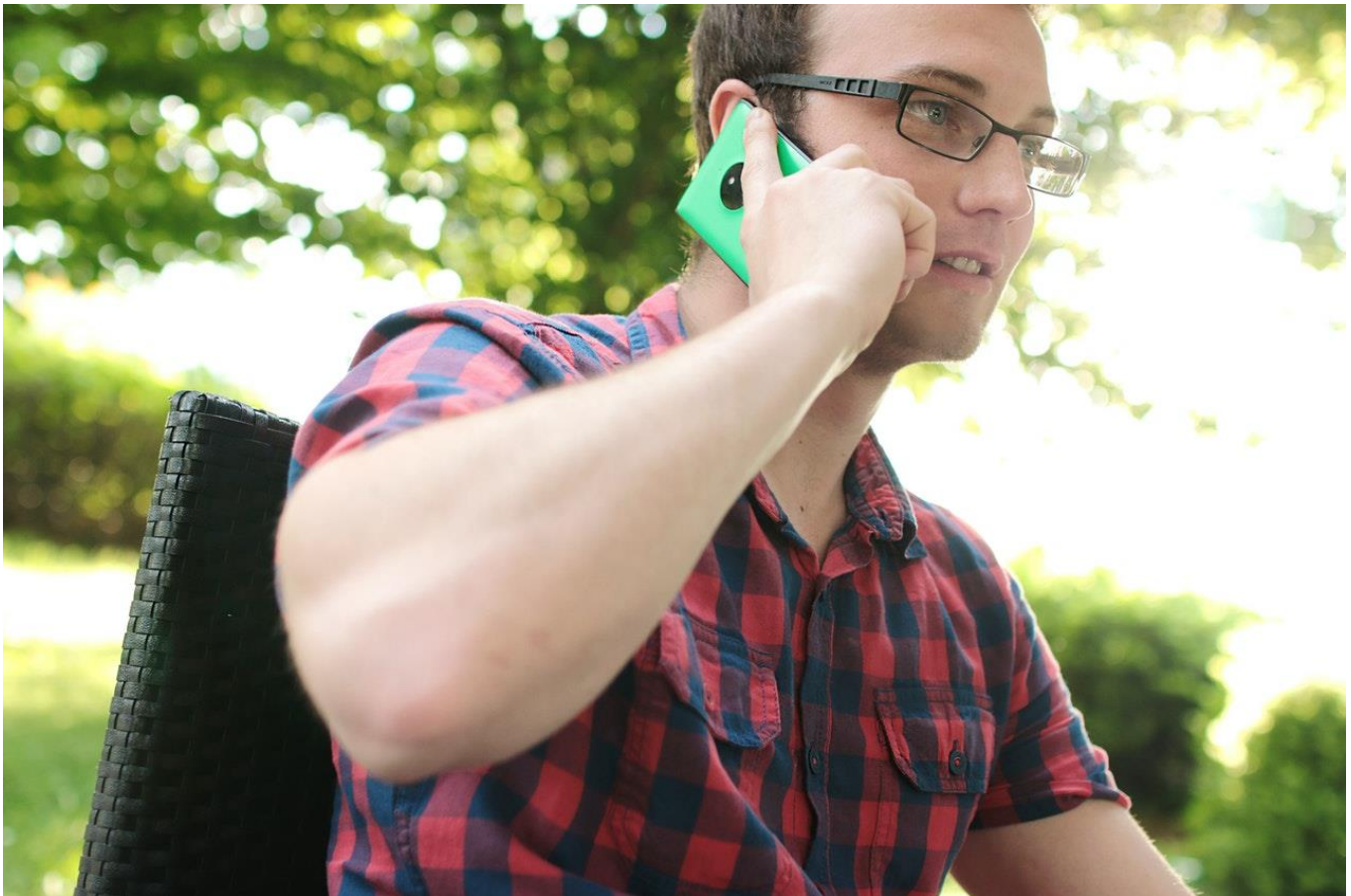
You can find detailed guidance about remote working and the use of IT here.