

Hints and Tips on Working from Home

Over the past year many of us are now working from home, we hope that the following hints and tips are helpful



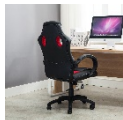
Make time for a catch-up, eg weekly, with colleagues, either individually or in an informal group. Take lunch break and go for a walk, cycle etc.



Utilise MS Teams – and put the camera on! Seeing the faces of others in your team and even colleagues who you only know via email is a great way to stay connected



If your manager/team leader hasn't yet put team meetings in place, then ask if weekly/fortnightly team meetings could be started up.



Make sure that your workstation is fit for purpose. If you need a chair/desk or IT equipment, discuss with your line manager. Make sure you complete DSE form and highlight any issues as soon as possible.



If possible, try to keep your work space separate from home space. If not, clear the area as much as possible - either every evening or, at the very least, weekends. This will help you to keep a work/home balance and not be constantly reminded of work.



Make sure your working area is at a good temperature for you, with good light – natural/artificial lighting. If you have any worries about how working from home will impact your finances e.g. increased power bills then please visit the We Care page on financial information, where there is a lot of helpful information on things like discounts, tax allowances available, budget planners etc.



Make sure you structure your day. If you have any queries about issues such as carer duties, then please speak to your line manager.

Any problems or issues please speak with your Line Manager as soon as possible. Remember – most problems can be solved, or even prevented, if tackled early.