

Mental Health Awareness Week

Healthy Habits for Homeworking



HR & OD

TUESDAY 19TH MAY | 2020

Healthy Habits for Homeworking

With more of us working from home at this challenging time, it can feel difficult to balance your work, home-life, childcare arrangements and/or other caring responsibilities.

Your health and wellbeing matters. This interactive guide provides you with some practical advice and tips to support you look after your health and wellbeing and also look out for others.

Interactive Guide



Click on any image in this guide to open that resource.

If you are a manager, you should maintain regular contact with your staff to make sure they are well and not isolated at this time.



While you are working from home you might find that you aren't walking as much as usual.

Why not take part in the 28 days [walking and wellbeing challenge](#) detailed on page 3?



Contents of this Guide

Walking and Wellbeing Challenge	3
Advice and tips for homeworkers	4
Working from Home – Setting up your Workstation	6
Time Management.....	7
Stress Management	8
Links to Further Support	10

Ditch the desk. Walk the walk.

28 day wellbeing challenge

#StepCountChallenge

DAY 1 set up a team whatsapp group	DAY 2 listen to our 'Mind to Walk' audio on your walk	DAY 3 create the ultimate team selfie	DAY 4 stand for every phone or video call	DAY 5 do 20 knee raises by your desk
DAY 6 spot the local rainbows in windows	DAY 7 stream an online exercise class	DAY 8 call a colleague for a lunchtime walk	DAY 9 take a selfie on your fave local walking route	DAY 10 digi detox! spend 2 hours away from tech
DAY 11 do 20 squats by your desk	DAY 12 choose a team anthem	DAY 13 study the clouds - snap your fave	DAY 14 ask a non team mate to complete the next 7 challenges	
DAY 15 take a pic of the weather on your walk - rain or shine!	DAY 16 share your top tips to keep active working at home	DAY 17 do 20 star jumps by your desk	DAY 18 take a pic of spring in bloom	DAY 19 break every 1 hour to do some desk stretches
DAY 20 listen again to our 'Mind to Walk' audio on your walk	DAY 21 take a snap of an animal, bird or insect when walking	DAY 22 video call a morning standing coffee break	DAY 23 do 20 lunges by your desk	DAY 24 find something red on your daily walk
DAY 25 create top tips for how you'll keep moving	DAY 26 enjoy a virtual lunch with your team	DAY 27 comfort over style? Snap your walking shoes	DAY 28 breathe. write down 3 things you are grateful for	



Step Count Challenge

Ditch the desk. Walk the walk

 @step_count  @pathsforall

www.stepcount.org.uk



Plan practical things

Planning your day and enjoying a routine is a good way to develop a healthy working mindset.

How can you plan your working day?



Health | Wellbeing | Resilience



Stay connected with others

Think about how you can stay in touch with friends and family while you are all staying at home – by phone, messaging, video calls or social media – whether it's people you usually see often or connecting with old friends.



Talk about your worries

It's normal to feel a bit worried. Remember: it is OK to share your concerns with others you trust. If you cannot speak to someone you know or if doing so has not helped, there are plenty of helplines you can try instead.



[NHS-recommended helplines >](#)



Look after your body

Try to eat healthy, well-balanced meals, drink enough water and exercise regularly.

[Try a 10-minute home workout >](#)



Look after your sleep

Good-quality sleep makes a big difference to how we feel, so it's important to get enough.

[Watch: Sleep tips >](#)



Stay on top of difficult feelings

Try to focus on the things you can control, such as how you act, who you speak to and where you get information from.

Watch: Reframing unhelpful thoughts >



Don't stay glued to the news

Use trustworthy sources – such as [GOV.UK](#) or the [NHS website](#) – and fact-check information from the news, social media or other people.

GOV.UK: Coronavirus response >



Keep your mind active

Read, write, play games, do crosswords, complete sudoku puzzles, finish jigsaws, or try drawing and painting.



Take time to relax

This can help with difficult emotions and worries and improve our wellbeing. [Relaxation techniques](#) can also help deal with feelings of anxiety.

Watch: Mindful breathing >



Think about your new routine

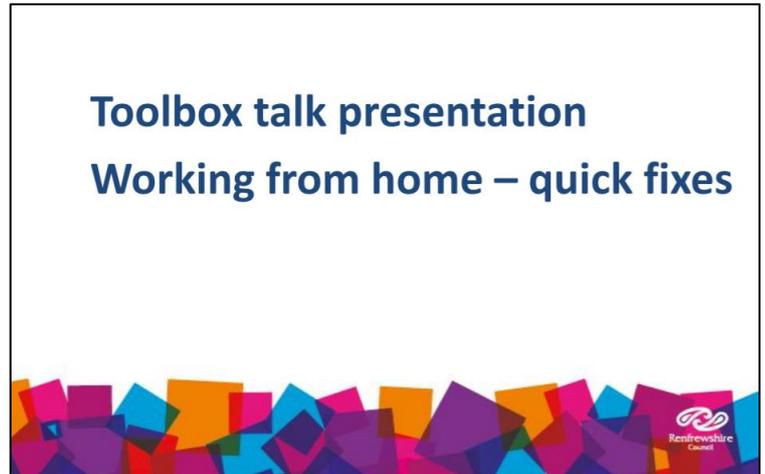
Life is changing for a while and you are likely to see some disruption to your normal routine. Think about how you can adapt and create positive new routines and set yourself goals.

Working from Home – Setting up your Workstation

On our staff Intranet you can find out:

- Why good set up is important.
- Workstation setting up the basics
- Common problems and what to do to improve
- The importance of movement

Click on the image to find out more.

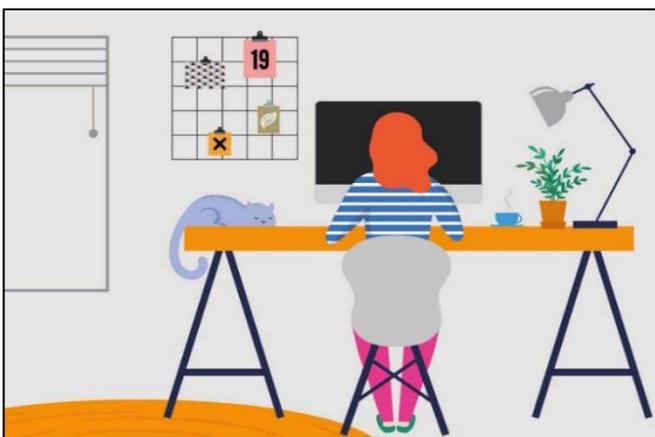


Advice and guidance on how to set-up your workstation and other good practice can be found here: [Display Screen Equipment \(DSE\)](#).

If you have any concerns about your equipment in relation to how it fits, not how it works, that is ICT, then please contact [Alan Gibson, Health and Safety Officer](#) and he will assist you.



Paths for All is a Scottish charity that champions everyday walking for a happier, healthier Scotland.



Click on the image above to find out ways to stay active, healthy and happy while working from home.



Click on the image above to find out how to look after your physical health and wellbeing while homeworking.

Time Management

Click on the articles below to read about time management tips.



What Is Time Management? +

Working Smarter to Enhance Productivity

🕒 3 MIN READ



How Good Is Your Time Management? +

Discover Time Management Tools That Can Help You Excel

🕒 18 MIN READ



10 Common Time Management Mistakes +

Avoiding Common Pitfalls

🕒 12 MIN READ



How Productive Are You? +

🕒 19 MIN READ

Benefits of Time Management

Here are some benefits of managing time effectively:

1. Stress relief

Making and following a task schedule reduces anxiety. As you check off items on your “to-do” list, you can see that you are making progress. This helps you avoid worrying about whether you’re getting things done.

2. More time

Good time management gives you extra time to spend in your daily life. People who can manage their time effectively enjoy having more time to spend on hobbies or other personal pursuits.

3. More opportunities

Managing time well leads to more opportunities and less time wasted on trivial activities. Good time management skills are key qualities that employers look for. The ability to prioritise and schedule work is extremely desirable for any organisation.

4. Ability to realise goals

Individuals who practice good time management are better able to achieve goals and objectives and do so in a shorter length of time.

Stress Management

Click on the articles below to read about managing stress.



What Is Stress? +

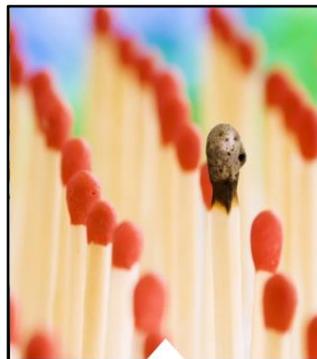
⌚ 6 MIN READ



Managing Stress +

– Create Calm in Your Career

⌚ 11 MIN READ



The Holmes and Rahe Stress Scale +

Understanding the Impact of Long-term Stress

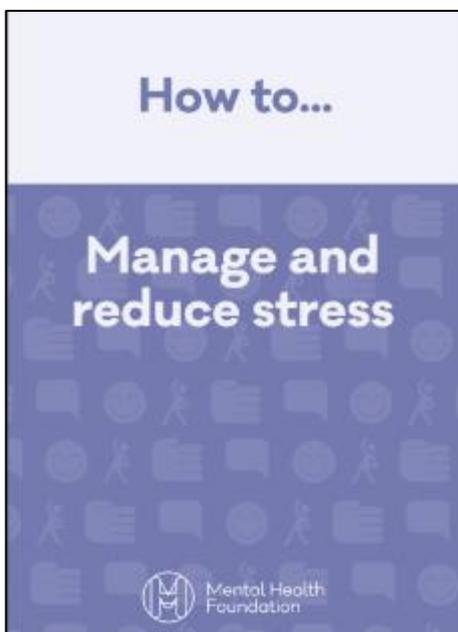
⌚ 6 MIN READ



Supporting a Friend or Co-Worker Suffering From Stress +

Lending a Helping Hand When Things Get Tough

⌚ 12 MIN READ



SAMH have great tips how you can feel less stress in 60 seconds.

Click below to reduce your stress.



Click on the booklet to find out advice from the [Mental Health Foundation](#) on how to manage and reduce stress.



Future Learn courses are free learning opportunities provided from universities across the UK. Each course is divided into sections that contain various activities that you should aim to complete within the week, each one built from a sequence of straightforward steps, to help you learn.

What will you do to boost your learning today?



Keep Calm | Stay Wise | Be Kind



Coventry University

Work-Life Balance and the Impact of Remote Working

Supporting you to thrive at home during the coronavirus outbreak.

🕒 2 weeks 🕒 3 hrs per week

🆓 Free digital upgrade

[Find out more](#)

This course focuses on work-life conflict, work-life integration and enrichment, and boundary management.

It also investigates the future of work, evaluating how technology allows individuals to work more flexibly, but in the meantime risking less time to switch off and recover from work.



Coventry University

Managing Mental Health and Stress

Supporting you to thrive at home during the coronavirus outbreak.

🕒 2 weeks 🕒 3 hrs per week

🆓 Free digital upgrade

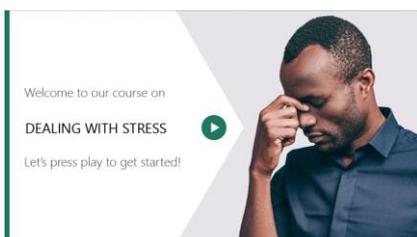
[Find out more](#)

Our mental health is as important as our physical health, and it can fluctuate on a spectrum from good to poor. Work-related stress and mental health problems often go together and the symptoms can be very similar. In this course, you will have the opportunity to discuss the definitions of mental health and stress, and explore how to recognise the key signs.

Renfrewshire Council have a great e learning package that employees can use, and you could use it as a learning tool for a family as well.

Dealing with Stress

🕒 15 MINS



When everyday pressures in our work and home lives become overwhelming, this is when we experience stress. This module looks at sources of stress and the behavioural and health indicators. It also provides some useful tips for dealing with and reducing stress.

START

Links to Further Support



Click on the images below to view helpful advice from the Mental Health Foundation.

Trusted Sources of Information



Keep Calm | Stay Informed



How to manage our mental health and wellbeing.



Living with the pandemic if you already have mental health problems.



Parenting during the coronavirus outbreak.



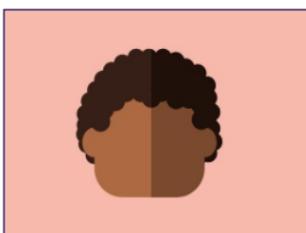
Loneliness during Coronavirus.



A guide for young people.



Look after your mental health.



Talking to your children about the coronavirus pandemic.



Mental health advice for older people during the coronavirus outbreak.



The [National Wellbeing Hub](#) explain different ways to deal with stress and anxiety



Additional information can also be accessed on the [Healthy, Safety and Wellbeing at Work](#) intranet page.