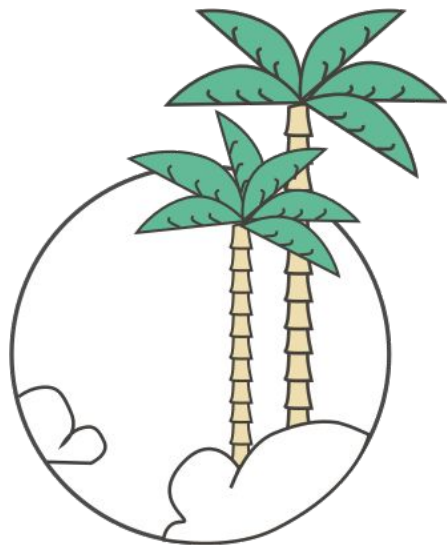




# Work From Home *Guide*

*Quarantine Edition*



## 1. Rituals & Routines

So we're on a permanent WFH situation for a while, great right? **Not so fast!** To truly adapt to this peculiar lifestyle, there are some adjustments we need to make.

### Plan, plan....plan.

Seems easy, but when you're home all day, the 2 can become 1.



**Schedule Everything!** Breaks, calls, family time, walks, project work, checking the news etc... **be disciplined**



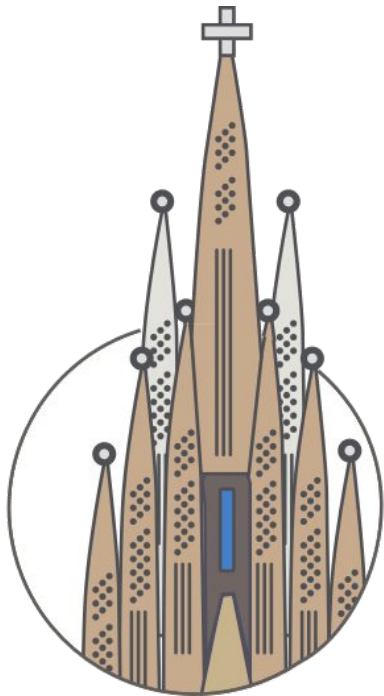
**Check out** [Hotjar's remote work resources!](#)



**Mind.org** (mental health charity) have compiled a [guide on dealing with being at home](#) during this time



**Over - Communicate** with each other (on slack, hangouts), schedule coffee breaks, just to talk about non-work related stuff



## 2. Staying Active

*Maybe the most important part of your work day.*

**Mind. Body. Soul.**



**Start your day with morning Yoga!** [Downdog](#) are offering **free** premium classes **until April 1st**



**Home Workouts** - [RockstarLifestyle](#) are providing daily quarantine workouts **FREE!**



**Meditation** - Maybe the most important, to cut the noise and stress of the media, instagram and other social outlets. NOW is THE time to start. Try these apps; [Calm](#), [headspace](#)



**Get OUT!** - Make a trip to the shop, take the long way, walk slowly, breathe and make the most of that time outdoors. (adhering to local guidelines)

### 3. Rest & Recover

*The work day must end, and the leisure time begin.*

#### **Winding down at the end of the day.**



**Find time to disconnect** - Learn a new skill, start cooking, read, play video games, but SWITCH OFF from work



**SLEEP!** - Get to know the *importance of a sleep routine*



**Drink & Eat** - What you consume during the day will affect your mood, productivity and focus. Eat well, drink plenty of water and *plan your meals (healthy, if possible)*

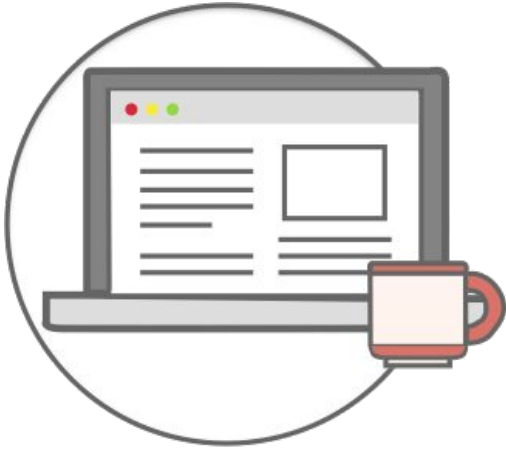


**Fresh Air!** - Open your windows, see light, go to the balcony and get as much outside life as possible

## 4. Tips & Tricks

*Being flexible is key.*

### **Staying Conscious.**



**Kids/pets keep interrupting your calls?** Introduce them to the team, they're part of your working life now!



**Flexibility** - Looking after kids, pets... or both?! Don't be afraid to work the hours that suit YOU. Just get approval from your manager let your team know



**Set up your workstation** - Make sure your comfortable, plenty of light, the right desk setup



**Communicate (again)** - Managers, check in with your team DAILY. Team, check in with your colleagues DAILY. Keep the communication flowing