



The Mental Health and Wellbeing Team Guide to

WORKING FROM HOME



STAY CONNECTED

Working from home can be lonely. Aim for several video meetings or conversations throughout the week. You're not isolated when you are communicating and sharing information. Try a team step challenge, share funny pictures in a team chat or book a virtual morning tea.



SET BOUNDARIES

Establish routines and ensure that you take breaks - don't be tempted to work longer hours than you would in the office. Limit zoom meetings to 50 mins then stand and stretch. Prioritise enjoyable tasks as well as the mundane. Create a workflow that capitalises on time when you have the most energy.



GET THE SET UP RIGHT

Choose the right desk, chair and space you can function in. Get out of that 'work' space when it is break, rest or family time. Make a sign so others know when you can be interrupted or need privacy to focus.



REDUCE ANXIETY

Too much news can create anxiety, choose brief times to access reputable sourced updates. Practice mindfulness, relaxation or breathing techniques to reduce anxiety and stress. '5 Ways to Wellbeing' introduces you to five simple and effective ways to improve your psychological and emotional health.



SPEAK UP

When things get tough, don't just push through. Reach out and access support - no one is supposed to deal with this all on their own. Sharing builds resilience and promotes change. It can be easier to keep going when someone is supporting you. Talk to your supervisor or use the Employee Assistance Program.



COVID-19 RESOURCES

There are several excellent online resources for support:

- Black Dog Institute COVID-19 Resources
- This Way Up - COVID-19 Online Support
- Beyond Blue - Coronavirus Mental Wellbeing Support Service

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SELF CARE TIPS AND TOOLS



SELF CARE

Self-care is the practices and activities we do to maintain our health and wellbeing. The pressure of a global pandemic creates a highly stressful situation and self care is often the first thing that we stop doing when we feel stressed. Prioritising your own wellbeing will help you get through this challenging time.



IDENTIFY STRENGTHS

What personal strengths have helped during difficult times in the past?
Are there new strengths you want to develop and practice?
Look for small wins each day - give yourself praise and encouragement.



MOVE

Research shows us that physical activity is essential for wellbeing, productivity, sleep and concentration (plus many more benefits). Make time every day for some form of physical activity - whether that's a walk outside, an online yoga or fitness class or playing your favourite song and dancing around the room!



TRY SOMETHING NEW

Learning new skills can help you maintain confidence and motivation. Try a new creative skill like cooking, painting, gardening or learning to play a musical instrument. Perhaps you've always wanted to learn another language. Use the time to find a new 'feel good' podcast. Check out [5 Ways to Wellbeing](#) for some fun ideas to try.



YOUR PLAN

Make time each day for one activity that is fun, relaxing or enjoyable AND one activity that gives you a sense of meaning, achievement or satisfaction.

MON

TUE

WED

THU

FRI

SAT

SUN