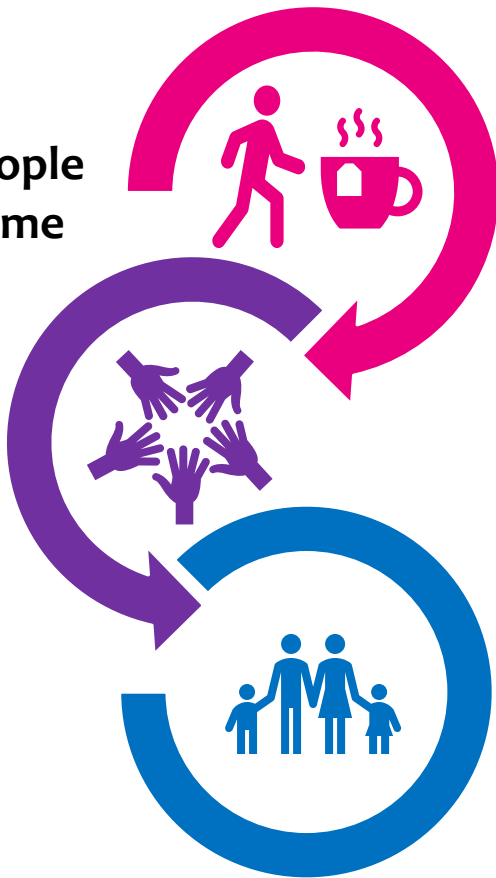


# WORKING WELL – AT HOME

## People Time



## Self Care

1. Stay hydrated
2. Move your body regularly
3. Prep nutritious meals & snacks for the day
4. Mindful start / breaks: meditate, yoga, tai chi
5. Regular Breaks for rest, reflection, fresh air
6. Minimise media noise /focus on positive input

## Connection

1. Communicate & be present with family
2. Check-in with friends
3. Schedule video meetings with your work team & customers
4. Let people know when you're available

## Balance

1. Family & work time
2. Work, play, learning, solo time
3. Block time to plan, communicate, do tasks
4. Time for rest & renewal (sharpen your saw)

## Environment

Setup a dedicated workspace:

1. Uncluttered & organised
2. Outside view & natural light is best
3. Calm and energising atmosphere
4. Minimal distractions (quiet & private)

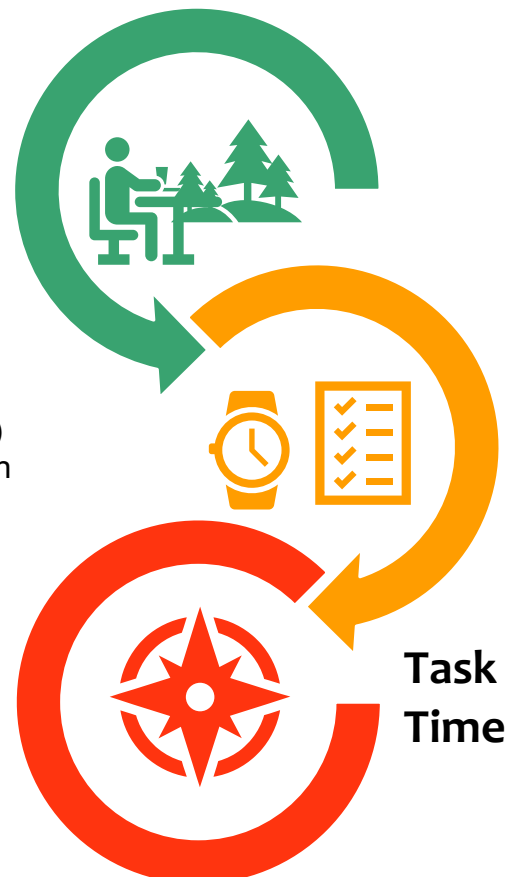
## Structure

Schedule start & finish time + blocks of time for:

1. Self-Care (start your day with a healthy routine)
2. Plan & prioritise daily tasks / space for reflection
3. Communication: checking email, calls, online
4. 'Rest & Re-energise' breaks / End of day Ritual

## Focus

1. Set clear Goals & Boundaries as above
2. Avoid distractions – stick to your priorities
3. Turn off notifications / 'Silent times' for phone
4. Hydration, snacks, 'stretch & move' breaks
5. Use your most productive time of day wisely



## Task Time