

Top Tips for a better work-life balance during lock down

Lockdown has thrown everyone's work-life balance off and you might be feeling that you need to get it back on an even keel. From single people or those living with their parents to housemates, couples and families, finding a balance will be a very personal experience. Here are some top tips to help.

1. Creating an Office Space at Home

A major challenge that almost all remote workers face at one point or the other is designating a working space where the work and home lives are separate. Being able to disconnect with your work can help you boost your productivity and enables you to look after your household affairs efficiently. Therefore, creating the physical divide between work life and family is an ardent task, but it is also a crucial one when working from home.

2. Take Regular Breaks

It may seem counter intuitive when working from home, but proper breaks are essential to maintain focus and produce good quality work. Getting up from your desk to take a few breaths, stretch and disconnect for even a few moments will help you to maintain productivity throughout the day and reduce the effects of mounting stress.

3. Stay Active

When confined to your office and home at the same time, it is important to make sure that you stay active. Whilst it is impossible to go to a gym, engaging in moderate exercise at home, ideally for 30 minutes a day can be really beneficial. Exercise is one of the best ways to fight symptoms of mental health problems, and people who are less physically active are more at risk of anxiety and depression.

4. Learn to switch off

It's hard not to be tempted to finish off a few things in the evening. There are, however, simple ways to disconnect. You used to clock off at a set time and travel home from work—now you need another evening ritual, for example using dinner as a natural cut off point.

5. Discuss your work schedule with others

It can be a good idea to talk your schedule over with others beyond your supervisor and colleagues. If you live with other people, for example, it's important to discuss how you will work from home, and perhaps set some ground rules to allow you to maintain your work-life balance. It helps to create some accountability, which helps people to stick to it.

6. Stick to Routine

Routine and structure are crucial to making the lockdown period tolerable, and that starts with your sleep. Resist the urge to hit the snooze button. Research shows oversleeping can dampen your cognitive function just like sleep deprivation can. Do something positive with the time you saved from your commute, such as cooking a healthy lunch or going for a jog.

7. Plan your day

Review your to-do list and make an outline for your day. This will help you to be more productive and focused in the time that you have. Setting SMART (specific, measurable, attainable, relevant and timely) goals helps to make a realistic plan.

We will discuss this topic in more detail during the **'Top Tips for a better work-life balance during lock down'** webinar on Thursday 18th June 2020 at 11am. You can register to join the webinar at <https://attendee.gotowebinar.com/register/3072221712972720140> If you are unable to attend the live webinar it will be available to watch afterwards, using the same link.