

# Working from home



## COVID-19 TIP SHEET

### Tips to stay productive and keep connected

- **Go for a walk** before you start your work day.
- **Put on work clothes** – it's important to get dressed as you would for work.
- **Set up a dedicated work space** – partition off an area if possible, set up a desk, and place familiar things around you that help make the space feel like an office.
- **Create a daily routine and schedule.** This might include setting morning tasks, scheduled breaks, and a consistent, end-of-day knock-off time.
- **Communicate this schedule to your family members/housemates** so that they are aware of when you're taking breaks and when you shouldn't be disturbed. You could also put a copy of your schedule on your door or in the kitchen.
- **Have a 'door policy'** for children, partners and housemates, e.g. If the door is ajar you can come in, but if it's closed please don't interrupt me.
- **Have a morning video or phone call with your team** (around 15 minutes) – this is a good way to check in and will also help you to set up your day.
- **Take tea/coffee breaks** in the same way that you would when working in the office, and choose a cup to be your 'work cup' for the day.
- **Make time to speak to colleagues** during the day, to simulate the sorts of informal catch ups you would usually have in the office environment.
- **Take the opportunity to get up, stretch, and/or do a 5-10-minute mindfulness or breathing exercise** in between meetings.
- **Take a lunch break away from your work area**, and eat outside if possible. Eating lunch or having a coffee break with your family members/housemates can also help to break up the day.
- **At the end of the day**, pack up your work space, have a shower and/or change out of your work clothes, and do some exercise.

### Helpful equipment

- **Headphones** – to block out background noise.
- **Notebooks for work** – use these depending on tasks and lock them away at the end of the day.
- **Have a sign on the door**, e.g. 'Please do not disturb, I'm in a meeting'. Open the door between sessions so that your 'home colleagues' know when they can consult with you (ask for snacks, where something is, etc.)

### Need support?

We're committed to safely supporting Victorians throughout the evolving COVID-19 situation. Visit [www.rav.org.au/COVID-19](http://www.rav.org.au/COVID-19) to access more free resources and find out how we can assist you.

### About us

Relationships Australia Victoria has over 70 years' experience providing family and relationship support services across Melbourne and Victoria.



We are committed to providing safe, inclusive and accessible services for all people.

We acknowledge the Aboriginal and Torres Strait Islander peoples as the Traditional Owners of the lands and waterways of Australia and we support Aboriginal people's right to self-determination and culturally safe services.

We recognise the lifelong impacts of childhood trauma.

We recognise those who had children taken away from them.

*Relationships Australia*  
VICTORIA