

# Working well from home



## Taha tinana (physical health)

How am I moving my body today? How can I eat nutritious kai? Have I been outside today? How can I make sure I get good sleep?

Set up a home office space and stay in routine like you would if you were going to the office. This will support you to create a physical and mental boundary between home and work.

Take frequent breaks from sitting by physically standing up and leaving your workspace. Set a timer as a reminder to stretch and walk before moving onto the next task.

Prioritise exercise. Try online classes and at home workouts. There are lots of free apps and websites available.



## Taha wairua (spiritual health, sense of identity)

What am I grateful for today? What beauty am I creating, cultivating or inviting in today? Have I taken time to pause and take notice?

Notice the beauty in the world around your home.

Take time to feel the sun on your skin and breathe in fresh air whenever you can.

Take the time to thank someone for how they make you feel or for the work they do.

Practise mindfulness exercises or purposeful pauses during the day.

Maintain spiritual practices that are important for you.

Who am I checking in on, giving to or connecting with today?

Connecting with others is so important for our wellbeing. Make time to check in with friends and whānau – share helpful resources and top tips.

Connect with your team in virtual meetings and catch ups. Give yourself permission to chat a bit about non-work things with your colleagues.

Working from home requires extra care to be taken with communication. Tell everyone who needs to know about your schedule and availability. When you finish a project or important task, say so.

If all else fails, or you just want to talk it out, pick up the phone and have a chat!

## Taha whānau (family and community health)



What new thing can I learn today to put my brain to good use? How can I maintain a routine?

Create a routine that ends with you starting work – this could be going for a walk, getting dressed or making a coffee.

Remember to take breaks – set alarms to remind you to pause. Move away from your workspace for lunch.

Just as you start the day with a routine, create a habit that signals the close of the workday.

Set some ground rules with the people in your home for when you are at work.

Share new ideas and brainstorm with colleagues. Keep up workplace traditions where you can such as doing the daily quiz together.

## Taha hinengaro (mental and emotional health)

