

# Summit Working From Home Top Tips



Summit

How to keep feeling happy and healthy as we move to the next phase of working from home.

## Block Out 'Working Time'

Meetings galore is a harsh reality of WFH. Book in time to do your daily tasks that way when someone tries to book a meeting in, you will show your true 'available time'.



## Routine Reaps Rewards

A consistent routine will allow you to wake up steadily and get in the working mindset.

We're all guilty of working in our pyjamas but, the novelty has truly worn off.

A warm shower, fresh clothes, coffee and breakfast will all help you on your way.



## Book In Your Lunch Hour

Your lunch break is your time to enjoy, re-fuel and catch up on Netflix.

Booking this in is crucial to giving yourself that designated time to STOP and get realigned.



## Hydrate, Hydrate, Hydrate!

On average we should be drinking 2L of fluid daily. This does of course include a good old Yorkshire Brew. Water keeps your heart rate and blood pressure stable, prevents 'brain fuzz' and will prevent those pesky headaches!



## Set Boundaries With Yourself

Who's guilty of checking emails on an evening or worse, a weekend! When work is finished turn your laptop OFF.

Not only will you become best friends with Leddy and Tom but, you will detach from work and the dreaded teams 'PING'.



## Book In 15 Daily Mindfulness Minutes

Beat that afternoon lull by giving yourself time to pause. Put your teams on BRB and take a walk, practise your Sun Salutations or get grounded with some simple breathing techniques.

## Where Possible Put Your Camera On

Around 55% of communication is non-verbal, so being able to see the person you're speaking to massively helps us to build better relationships. If you find yourself with a meeting-free day, take a few minutes to video call someone you haven't spoken to in a while – you'll both feel the benefit of seeing another Summiteer while WFH.

