Impellam Group

Working From Home Guidance

It is important to consider the physical and mental health consequences that can come with working remotely, such as isolation and burnout. Our daily interactions are shown to reinforce our sense of wellbeing and belonging in a community. This document provides guidance and tips on how to work from home.

Staying productive:

Identify when you're most productive
Do important tasks that need the most energy and concentration at a time you're most productive. For example, you might be a morning person or an evening person.

Be organised
Write a to-do list, ticking off jobs as you complete them. Arrange them in order of importance and try to focus on the most urgent first. Some people find creating a timetable useful so they can plan when they can spend time on each task.

Keep your eye on the time
Make sure you're not working too many long hours to avoid burnout. Set your start and finish times and try your best to stick to these.

Take breaks
Get dressed for work as you would usually do to get into your work mindset. Change into your more relaxed clothes when you're finished with work.

Manage distractions
Let your friends and family know that even when you're working from home, you're unavailable and you'll return their calls and emails after working hours.

Check in with your team
Check in with your manager and team by having daily calls. On the call review what tasks you have completed the day before, and what tasks you plan to work on for the day.

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Looking after your physical health:

Create a dedicated workspace
By creating a separate office environment, you'll retain the professional and productive atmosphere of a more traditional workspace.

Ensure that your lighting is suited to your work
Where possible, set your workspace by a window in order to get natural light during the day.

Move about
Working from home does not mean you should remain cooped up indoors all day. At least once during the day, get outside for a walk and enjoy some fresh air.

Schedule exercise
Be creative on how to keep active. For example, find a small space to do some yoga, or watch YouTube videos for cardio work-outs.

Eat your lunch in a different room to your workspace
We tend to eat mindlessly when we're sat at a desk. Instead, remember to move around and leave your workspace when taking breaks.

Use a suitable seat for working
Use a chair that will keep you properly aligned throughout the day, providing you with good posture and comfort.

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Looking after your mental health:

Set smaller and more achievable targets

When you're under a lot of pressure it's easy to set yourself large targets that are often unachievable. This can make you feel more stressed and if you don't reach them, it can make you feel disappointed and frustrated. Setting smaller more achievable goals can make you feel in more control and you can see your achievements more easily.

Wake up at your usual time

You don't have a commute ahead of you, but you'll need enough time for your morning routines, breakfast, and any personal tasks before you start your working day. Start your work day calmly and in a planned way.

Try to get enough sleep

Getting too little or too much sleep can have a big impact on how you feel.

Drink lots of water

Hydrate throughout the day to maintain mental focus and avoid consuming too much caffeine.

Try not to do too much at once

If you take on too much, you might find it harder to do any individual task well. This can make you feel like you have even more pressure on you.