

**MONITORING AS A MANAGER** Think about the nature of the job, the individual and your culture. Establish whether you need to measure and monitor hours, or output or both.

**ROUTINE** Try to establish a routine with regular start and finish times. Share diaries with co-workers including child care. Shut workstation at the end of the day.

**COMMUNICATE** Managers don't be too task focused, ask how someone is and be really interested in the answer. Life is messy (especially right now) and we need to embrace this.

**WORKSTATION** You may not have the perfect work place or equipment, but get a supportive chair, or consider a stand-up desk. Get up regularly (every 25 minutes) to stretch.

**FOOD** Think about food prep for the week. Can you batch cook on Sunday? Have healthy snacks in otherwise you will eat the chocolate!

**WORK ENVIRONMENT** Find a space away from the main home area if possible and definitely not in your bedroom (bedrooms are for two things only!). A plant helps.

**FRESH AIR** Exercise in the fresh air, if you can, once a day and maybe do another short workout at home.

**REGULAR BREAKS & EXERCISE** Every 25 minutes get up and stretch, breathe, go outside, go up and down the stairs anything to move your poor sedentary body! Remind yourself by drinking a lot of water (so you have to get up!) or setting an alarm.

**SOCIALISATION** This is the big one. We all need to talk to others. If physical contact isn't possible, use technology like Zoom or Skype (do this rather than phone - it is easier to see how someone is).

**MINIMISE DISTRACTION** If working at home with others some distractions are inevitable but some you can control! Get the big ugly job done first thing, delete distracting apps.

