

# Home working checklist

- ✓ You are not 'working from home'. You are at home, during a crisis, and trying to work at the same time.
- ✓ Your wellbeing - physically, emotionally and mentally - is the most important thing right now.
- ✓ Be realistic about what you can achieve, especially if you have other caring responsibilities.
- ✓ Keep to a routine. Don't work longer hours and remember to take regular breaks.
- ✓ If possible, work in a well lit room with a supportive chair which helps good posture.
- ✓ Remember there is lots of guidance to support you to work safely and securely. Speak to your manager if you have any questions or concerns.
- ✓ New technology is incredibly helpful in keeping us connected - but it can also be frustrating. Be patient.
- ✓ It is still important to take leave and have a complete break from work.
- ✓ Be kind to yourself and your colleagues. This is new and hard for all of us.

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