



How to get the most out of working from home

Following recent communications around Coronavirus and our readiness to work remotely, we recognise that this is a new approach for many people.

Looking after your wellbeing is incredibly important so we'd like to share some helpful tips to make the best of working from home.

Plan ahead for your day, to avoid work overload

When working from home, it's all too easy to get into the bad habit of checking emails as you roll out of bed, popping the kettle on as you instantly jump into problem-solving mode, meaning that your planned tasks take a back seat.

If you are able to plan ahead for your day, it will be easier to prioritise tasks. You can then set aside time to deal with things that may crop up unexpectedly. It is important to ensure you manage your workload, and to give urgent work the needed attention.

If you know you have something important to complete, perhaps put an auto reply on all emails and advise that you will respond after X o'clock when you know you have managed to dedicate appropriate time to complete the priority tasks you have set for your day.

Set a 'start my work day' routine

Deciding that you will get up, log onto your computer/laptop is one thing, but creating a morning routine that eases you into your remote 'office' is another. Choose a routine that activates your work day. This could be after enjoying your first cup of tea or coffee, waking the dog, a morning workout - or simply changing out of your pyjamas.

Set up a comfortable and appropriate working space

Ensure you have a comfortable, quiet space to work when working remotely to limit any distractions. Some people may like to work with a laptop on their laps, however, setting up at a table with a comfortable seat can help sustain concentration and is much better for both your back and posture.

Below are some simple exercises/stretchers you can do to feel more comfortable at your "pop up" desk :

[Back stretches](#)

[Neck & shoulder stretches](#)

[Finger, wrist & forearm stretches](#)

[Leg & ankle stretches](#)

Schedule regular breaks

As with a regular day in the office, give yourself adequate time during the day to walk away from your computer screen and have a break. We are all entitled to a lunch hour, so ensure you schedule it in, otherwise your day and diary can quickly fill up and before you know it, it's 5pm and you haven't looked up from your screen all day.

Just because you're not in the office, doesn't mean you cannot collaborate

Use Markel's collaboration tools to interact with colleagues, contribute to meetings and keep team members up to date.

Set an end of the workday routine

Just as it is important to create a habit that signals the start of your work day, the same should apply for the end your work day. It's all too easy to stay online late given that you are not commuting and are already home, but it is important to ensure that you can switch off and enjoy your evenings.

Such a 'closing' routine could be creating your to-do list for the following day, closing off all urgent emails and logging out.