

# Work Well Top Tips

- Don't be afraid to flex your working pattern – speak to your line manager about working at times that are best suited for you and to support your home life.
  - Working from home doesn't mean working 24/7 – blurring the home environment and work environment can get us in to bad habits. Make boundaries and schedules to ensure that you have downtime away from work.
- Prioritise – you may find yourself with additional or different work than usual, make sure you prioritise what needs to be delivered short term and understand that you can't do everything.
  - Ensure you follow the guidance and policies in regards to working from home, including information of environment and security.
  - Manage your own expectations – this is a new way to work, getting use to the changes will take time. Don't put additional pressure on yourself.

