



# COPING UNDER QUARANTINE; SWITCHING OFF, WHEN HOME IS THE OFFICE





## SWITCHING OFF WHEN HOME BECOMES YOUR OFFICE

During the Coronavirus COVID-19 pandemic, rules and regulations have been put in place to try and help stop the spread, including lockdown working from home where possible. There are many benefits to remote working, such as avoiding a busy commute and working in the comfort of your own home, but this also comes with a few downsides too.

It can be difficult to switch off from work – you may find yourself working late into the evening, constantly checking your emails and generally finding it hard to disengage with work after business hours. When your home (or bedroom) becomes your office, it can be difficult to switch off.

We've put together a little guide on steps you can take to try and help disengage alongside wellbeing experts' advice on how to reclaim your evenings at home.





## BE MINDFUL OF WHERE YOU'RE WORKING

Not all of us have the benefit of having a spare room or an office to work in while working from home, some have found themselves adapting their kitchens and bedrooms to their new office space. Try and avoid working in rooms that you will spend the rest of the evening in to ensure that when you are relaxing after work it'll help you to switch off and relieve the feelings of still being in the office.

If you're working in your bedroom, make a designated working space and avoid sitting on your bed during business hours. If you do start to sit on your bed or even lie in bed doing work, your body won't realise it's time to switch off when it comes to you relaxing and winding down later on, and you'll often find your thoughts drifting back to work.

## FOLLOW A ROUTINE IN THE DAY

Maintaining a healthy working routine in the day to ensure you have a feeling of regularity and rhythm can really help with switching off in the evening. Your body and mind will get used to the times in which you work compared to the times you relax. By doing this, you will also find coming to a close at the end of your working day will become a lot easier and will prevent you from losing track of time and working throughout the night.

Even though it may be hard to try and get into a routine when remote working, things like making your bed, tidying your workspace, allowing natural light into the room and eating your breakfast and lunch at the same time every day can help. When we follow a routine in the day, we are more likely to stick to it at the end of the day by stopping work.





## GET OUT AT LUNCH & TAKE BREAKS

It can be difficult to switch off from work during the middle of the day, especially when you are working at home. In the office you will probably find yourself spending your lunch break having discussions with colleagues that focus on anything and everything other than work. In replace of this, engage with your colleagues over whatever communication platform you are using.

Also, try and go outside (in line with government advice, of course) and go for a walk or have lunch in your garden. Breathing fresh air can raise levels of oxygen in your brain, which in turn boosts levels of serotonin – the happy chemical in our brains. Try and make an effort not to eat your lunch at your desk or in the room that you are using as your new office – take yourself out of that environment.

It is also beneficial to take regular small breaks during your working day. You can read all about the Pomodoro technique in our remote working blog post.

Another technique is to block 90 minutes of deep work with 15 minutes of rest, where you disconnect from work and do something that anchors you in the present. By working in waves like this, it makes it a lot easier to flow into a rest wave after work rather than pushing to burnout all day.



## SWITCH OFF & UNPLUG

When your working day is over, put your laptop screen down, switch your work phone off and log out of or mute any work-related apps or accounts you have on your personal devices. This way it is a lot less tempting to see if you've got a reply to an email, an update on a project or putting in a few extra hours on a task that ends up leaving you with only an hour or so relaxation time. Tidy up your desk space and if you have a desktop computer – shut it down.

All of these actions signal to the body and brain that you are done for the day, and you can start to recharge yourself ready to feel fresh for the next day.

## SIGN OFF & 'RETURN HOME'

If you haven't utilised your daily exercise limit during your lunch break, you can leave your house at the end of the working day and walk around your block or take the dog for a walk if you live near a park. This can simulate leaving the office and returning home that can help you disconnect from work.

When you are in an office, at the end of the working day, employees will announce they are leaving for the day and you and your colleagues will exchange goodbyes. You can still maintain this from your home by using whatever communication tool you and your colleagues are using to let them know you are signing off for the night. This can help to draw a boundary by your home and work life.





## PLAN AN ACTIVITY FOR THE END OF THE DAY

By planning an activity to do at the end of the working day, you can help your body and mind differentiate between work and home-life.

Whether you plan to utilise the 'return home' technique mentioned above, or plan to do a workout, meditate or call/spend time with family members at the same time every day, all are good techniques to help you to unplug from work and set you up for a relaxing, non-work related evening!

We hope this resource has helped you, if you need any further resources around mental and physical wellbeing, please visit our

**[Business continuity and keeping your employees engaged through Covid-19](#)**

page on our website, you will find everything we offer our clients employee's there, for free during this time.

We hope you get some comfort and value from these.

Stay safe, stay healthy, stay at home.



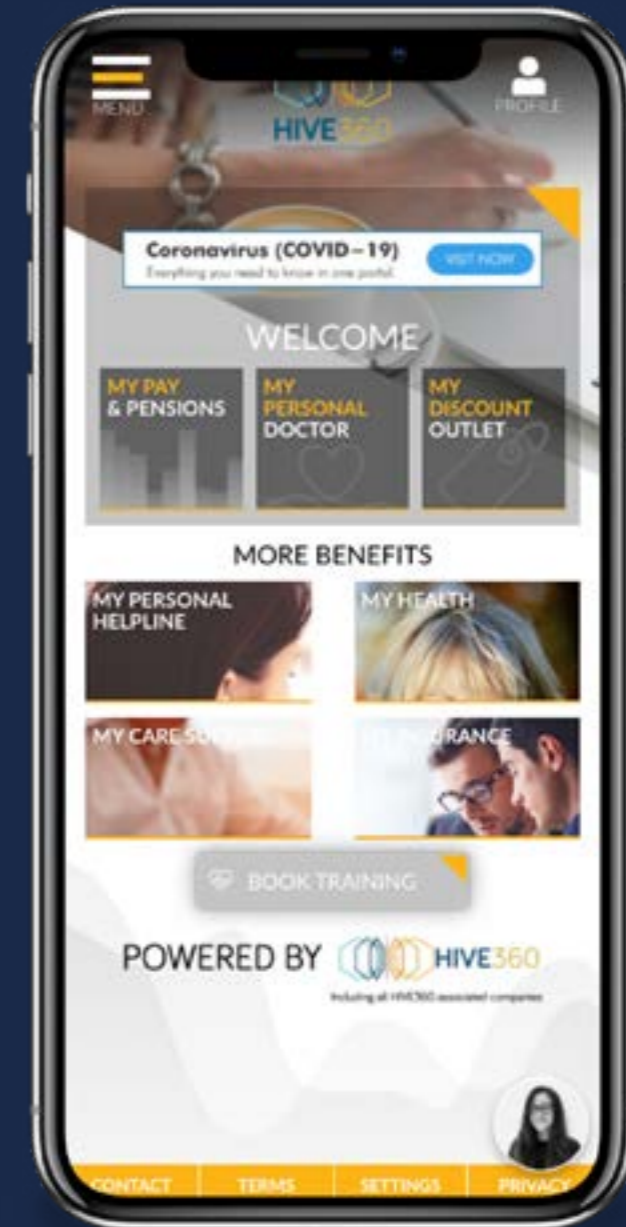


## WHO ARE HIVE360?

Hive360 empowers businesses of all sizes to achieve better engagement with their people.

We believe that everyone deserves the best work-life experience and that great communication, wellbeing support and financial benefits are the cornerstones of this.

Our game-changing engagement platform delivers better communication, vital healthcare support and attractive lifestyle benefits in the palm of your hand.





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