

All over the world, people are finding themselves working from home as employers endeavour to limit staff exposure to the coronavirus outbreak so we have brought you this special eZine which we hope you find useful.



Here are some tips for working from home from [zenhabits.net](https://zenhabits.net):

- **Set regular hours and stick to the schedule.** Don't stay in pyjamas. Instead, have breakfast, have a shower, get dressed. Then make a list of sensible tasks for the day and get started.
- **Keep your desk and general work area tidy.** A tidy workspace helps keep a tidy mind, which helps make your day more productive.
- **Give yourself breaks.** Don't be locked in the room all the time. For every 2 hours you work, have a 10-minute break. Give your mind time to digest what it's just done, then come back. You'll improve the quality of what you produce a hundredfold.
- **Have a pint of water by your desk all the time.** Try and work up to drinking a few pints a day, if you don't already.
- **Be careful what music you listen to while you work.** Music, TV, the weather ... just about everything will influence your mood. Some you can't change, some you can. Make sure that you surround yourself with things that will give you the best frame of mind for whatever you're about to do.
- **Don't turn on the computer for a quick email check until you are 'ready for work' as mentioned above.** That one little thing leads to showering at 2 in the afternoon with a splitting headache because you've forgotten to eat etc.
- **Set boundaries for those around you as well.** Schedule your work time and make sure they know that you are unavailable during this time.
- **Sound Cancelling Headphones.** Seriously useful if you have a noisy house!



## Your mental health during the Coronavirus outbreak:

The coronavirus crisis and the restrictive measures that many countries are taking to contain the outbreak can have a negative impact on people's mental health and well-being, the World Health Organization (WHO) has warned.

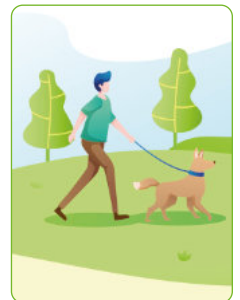
Check out this link which covers looking after your mental health during the Coronavirus outbreak:

<https://www.mentalhealth.org.uk/publications/looking-after-your-mental-health-during-coronavirus-outbreak>

## If you are **not** self-isolating:

Working from home shouldn't mean you stay indoors all day. While you might not miss your daily commute, it does guarantee that you leave the house at least once during the day. So get your shoes on, get outside and enjoy that fresh air. A different perspective will also help undo mental blocks and give you a fresh pair of eyes for any tasks you're struggling with.

Source: BBC



I'm great at multitasking. I can waste time, be unproductive, and procrastinate all at once!



## One of the problems of working from home is **inactivity**.

A busy workload can mean you sit for as long as possible until the task is done. Before you know it, hours have gone by and you have not moved from your chair. Here are some videos you may find useful:

- 5 Minute Home Workout You Can Do Every Morning  
<https://youtu.be/fLLScgWQcHc>
- 20 Min Home Workout without Equipment for Women & Men  
<https://youtu.be/WxQzJ9cEifU>
- 29 Home Exercise Hacks  
<https://youtu.be/wKIK17aS2T4>
- I have been practicing yoga for the past 4 years and my teacher Vicky, has recorded this online class and is happy for me to share it:  
<https://youtu.be/t4wMSwNSDsY>

