



LEAD YOUR LIFE

MAKE HOME WORKING WORK FOR YOU

BY KISH MODASIA, PCC, MINDFULNESS COACH AND INSTRUCTOR

I was the first person to work from home in BT in 1988 in what I call the dinosaur years. That is before mobile phones, PCs, internet and wifi... It was groundbreaking and challenging. The technology to facilitate home-working has moved on considerably since those days, but I think we underestimate the mental shift that employees need to go through to make home-working a success. And at this challenging time, we all find ourselves under a lot of stress and anxiety at the uncertainty without having to adapt to a new way of working as well. So – based on my experiences in the 1980s as part of the vanguard of home-working and also my experiences of the benefits that mindfulness can have in times such as these, here are some tips for those of you being required to work exclusively from home for the first time.



Do you have a dedicated space to work from?

Try and get into the habit of using a space that is ergonomically sensible. Lounging on the sofa may feel great on day 1, but over a longer time period, sitting at a table at the right height will be much better for your back.

How will you establish a routine?

Working in your pyjamas might sound attractive, but it can be hard to make that shift from home life to work time and back again at the end of the day. Keeping to your usual routine (and working hours if possible) will also help you to get and keep the right work/life balance during this difficult time.

Move! Move! Move!

Start the day with some exercise – find a YouTube video and do 10mins to get your heartrate up. Dance along to a 'Just Dance' video and have some fun at the same time! Do a few lunges while you make a coffee. Jump up and down on the spot in between client calls. It's really important that you're not hunched over your desk for hours on end without some activity.

Are you taking enough breaks?

Plan what you're having for lunch and take time out to eat it and get away from your screen for a decent break.

MINDFULNESS TECHNIQUES CAN HELP YOU DEAL WITH THE CHALLENGES WE ARE ALL FACING

Mindfulness has many benefits that are particularly relevant in these uncertain and difficult times:

- Reduces stress and anxiety
- Improves mood
- Boosts attention span
- Increases empathy for others
- Increases resilience

Have you established clear boundaries?

Are there clear work/home boundaries in place? What about work/life balance? If possible, create a working space that is separate to your everyday living requirements. If that's not possible, make sure that you shut your laptop and put it away at the end of your working day, so that you create a separation between work and home. Be strict with yourself to maintain the boundaries.

Are you maintaining confidentiality?

Just as you would at work, don't forget to maintain confidentiality and data security at home by locking your screen when you go away from your computer.

Juggling work and childcare?

Got young kids at home as well? Plan your day, break it up into short periods and set challenges to keep them busy while you work.

Avoid too much news...

Set boundaries on the amount of "news" you consume. We all need to stay updated on latest developments, but if you're finding yourself feeling overwhelmed by the constant 24 hour newsfeed, then find a reputable source of news and avoid all the others. We recommend the BBC - but there are others out there.

I will be running regular mindfulness webinars throughout this difficult period. Get in touch for more information about upcoming sessions or to discuss how mindfulness or coaching could help you.

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SELF ISOLATION DOESN'T HAVE TO MEAN SOCIAL ISOLATION.

If you're missing the chat at the water cooler, establish some informal communication channels with your colleagues.



"Kish Modasia radiates calm and positive energy, even down the lens of a webcam!"