

COVID19 ADJUSTMENT WHEEL - TIP SHEET



DIMENSION: REMOTE WORKING/ HOME OFFICE

While some of us are embracing the flexibility of working from home (or a mixture of home and office), others are finding it quite challenging. The impact on each of us has much to do with our uniqueness as individuals; distractions at home; ergonomic set up; access to our colleagues remotely; nature of our work etc. We are all different and therefore need to develop strategies that work specifically for us. The Adjustment Wheel and suggestions below should provide you some useful guidance.



Tips to address REMOTE WORKING during COVID19

- **Don't compare yourself to others.** We are all different and need to develop strategies that assist us in being productive and maintaining job satisfaction.
- **Communicate with your manager** to get clarity on expectations. In particular the timing of outputs as the home office can provide the flexibility to spread your day across work and leisure activities. Take advantage of this opportunity.
- **Be vigilant** in keeping in contact with your colleagues. Ensure some of this contact is through a video enabled platform rather than just audio. Facial cues are important.
- Ensure your **workstation is ergonomically sound.**
- Develop a **daily home office exercise program** to keep you flexible, active, and engaged.
- Make sure you **take regular breaks** that entail stretching, standing up, and moving away from your work desk.
- **Manage your social media** so that you control potential interruptions.
- **Develop a routine that works for you** and meets the work outputs and discipline required. For some this may mean dressing each day as you would if you were going to the office.



Prioritise your wellness and seek help early

General Practitioner: Your GP can discuss medical or other support options with you. If you don't already have a local GP you can search for clinics in your area via: Health Engine, <https://healthengine.com.au>

Communicate: Working remotely runs the risk of communicating less. In challenging times we need to communicate more. Often, we tend to bottle our concerns inside which leads to them just going around and around in our mind without achieving a satisfactory solution. Sometimes just talking to a family member or a trusted colleague can break open the bottleneck and lead to some solutions.


Another option is your **Employee Assistance Program:** this is a confidential, short term assistance program provided by qualified professionals. This service is available to all employees, for both work-related and personal problems where you may need assistance, support or guidance.




Useful Resources

- A self help ergonomics set up
- Wellbeing Tips- for more details please visit the Health Hub Tile on the SMG Health Gateway
 - » Schedule in time for regular breaks and meals
 - » Don't eat at your desk
 - » Schedule time for exercise
 - » Simple exercises which require no/minimal equipment can be done both indoors and outdoors such as
 - Skipping
 - Squats
 - Star Jumps
 - Skipping
- Exercise Videos and Apps
 - » Keep It Cleaner App – plenty of workout videos, a virtual gym and equipment free - <https://keepitcleaner.com.au/>
 - » Nike Training Club App – free workouts, training programs and fitness tips - <https://www.nike.com/au/ntc-app>
 - » Pure Gym – free online workouts <https://www.puregym.com/free-workouts/>
 - » Free YouTube Channels
Yoga with Adrienne / Fitness Blender / Tone It Up
 - » Sweat With Kayla Fitness App <https://www.kaylainsines.com/>
 - » Centr by Chris Hemsworth - <https://centr.com/>
 - » Barre Body – over 200 barre, pilates and yoga classes on demand <https://barrebody.com.au/>
 - » The Buzz Dance and Fitness Online Zoom classes <https://www.thebuzzdnf.com.au>
- Weblinks:



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