

## Establishing a healthy work life balance

Things have been difficult during the pandemic. So, we've put together this advice to help you take steps to look after your wellbeing whether you're working at home, in the office, or transitioning back to the workplace.

**With many people working from home the boundaries between work time and personal time can be blurred.**

Here are some suggestions to support healthy boundaries:

- Use the time that you would normally commute for "you" time. Leave the house for a walk to establish a change of scenery before starting your work day
- Try to secure a workspace that allows you to be free of distractions, such as dirty dishes or laundry
- Turn off unnecessary notifications on your phone to minimise distractions
- If you need to put up a do not disturb sign on your door
- Take a lunch break away from your phone and computer. Practising mindful eating is a wonderful way to reset your nervous system and support a healthy mind
- When finished working for the day aim to go outdoors to establish the transition from work time to personal time
- Set healthy boundaries with phone and computer usage. Try to avoid checking your email and messages 2 hours before bed
- Create a workspace that you enjoy. Minimise clutter and surround yourself with uplifting art, plants, and natural light
- Have open communication with your team and ask for support if needed

