SPACE & LIFESTYLE MANAGEMENT

Following on from our previous top tips for time management whilst working from home, we also recognise there are challenges beyond just how we manage our time. These extend to workspace and lifestyle management whilst working remotely. With all the uncertainty that is filling our news and communication channels at the moment, it is hard to keep a positive mindset. Ultimately, this affects how we work. Below is an example of some tips we implement as an agency when managing our space and work lifestyle whilst operating in our homes.

- Healthy body, healthy mind. When creating your timetable or schedule for the day (as mentioned in our previous blog post) it is important to factor in positive activities into our routines, to stimulate our minds and start our day on the right track. A member of our team, Georgia, advises to get up a little earlier and even if it is only for half an hour, do some form of exercise. Depending on where you live, that could be a walk with your dog, a jog around your local reservoir or a quick 20-minute workout video in your living room. Having that half an hour of 'you time', kick starts your metabolism for the day and creates space in your mind for everything that is going to fill it that working day.

- Create a space that is your workspace at home. This is where you work, not where you sit and chat, watch TV, etc, it creates a mindset that whilst you are seated in this place you are working. This needs to be somewhere you can leave documents etc out, and they will still be there in the morning. Our team recommends working somewhere near a window, if you are fortunate to have a desk, placing it near the window allows for natural daylight rather than relying on artificial light and can help lift our mood. Even simple things like lighting your favourite candle or your favourite room spray can help make the environment more comfortable for you to work in.

- Set your favourite radio station or use headphones. Both can shut out the clamour of a busy and noisy home if you can work to music. It also provides company, making the prospect of working in isolation slightly less lonely.

- Be very tidy, in most office environments and workplaces there is usually space to file, shelves to use etc, if you don't have this resource at home you will need to find a way to do this but in a much smaller space. Investing in folders or plastic sheets that don't necessarily have to take up much room means any loose documents can be kept safe, organised and protected from anything that could damage or spill on them.

- If you don't have the physical space, use cloud-based storage, put docs into Google Docs, pics in online storage, use an online planning tool, it's amazing how much space you can save by keeping things in the cloud - and resist all urges to print anything!

- Be ruthless in what you keep in your workspace and what goes in the bin, if it doesn't help or isn't required, get rid.