



## Self Care

1. Stay hydrated
2. Move your body regularly
3. Prepare nutritious meals & snacks
4. Mindfulness – meditation, yoga, tai chi
5. Breaks for rest, reflection, fresh air
6. Minimise media

## Connection

1. Communicate & be present with family
2. Check-in with friends
3. Schedule video meetings with your work team & customers
4. Let people know when you're available

## Balance

1. Family & work time
2. Work, play, learning, solo time
3. Planning, communication, tasks
4. Time for rest & renewal

## Environment

Setup a dedicated workspace:

1. Uncluttered & organised
2. Outside view & natural light
3. Calm and energising
4. Minimal distractions

## Structure

Schedule start & finish time + blocks of time for:

1. Self-Care (start your day with a healthy routine)
2. Planning & prioritising / space for reflection
3. Communication: checking email, calls, online
4. Rest & re-energising breaks / End of day ritual

## Focus

1. Set clear boundaries as above
2. Avoid distractions – stick to your priorities
3. Turn off notifications / Silent times for phone
4. Hydration, snacks & move/stretch breaks
5. Use your most productive time of day wisely

