

PLAN YOUR WORK DAY

12

LUNCH

Eat healthy and regularly to refuel. Drink 2 litres of water to hydrate. Allow yourself a little treat as a reward for good work. Then burn it off later exercising.

WORK

Mindset is important. Work from a desk or table with proper sitting or standing posture. Break your day up into productive blocks of time.

PLANNING

Write a to-do list. Know your tasks. Set achievable deadlines. Check in on colleagues. Plan next day's workload.

COFFEE BREAK

Start the day with your preferred blend and schedule morning and afternoon tea breaks. Refresh your mind. Brainstorm with colleagues.

EXERCISE

Stand and stretch regularly. Exercise helps reset the mind. Indoor or outdoor physical exercise is good for our overall wellness.

WIND DOWN

Set clear boundaries when to end your working day. Review your progress. Check out with colleagues. Do your regular activities that signifies the end of the working day.

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3

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Smarter
Communities

Five ways to keep social

■ Share music

Share playlists with work colleagues. Listening to tunes can increase your concentration and productivity and help you relax.

■ Talk to people

Resist the urge to email and pick up the phone instead. Those who live alone may appreciate the conversation.

■ Make connections

Utilise video conferencing, such as Skype or Teams, for face-to-face connection to help improve the feeling of belonging.

■ Lunch/Coffee breaks

Consider sharing your lunch and coffee breaks with a colleague. Take the time to chat about non work-related matters.

■ Exercise

Exercise improves mental health. Be sure to allocate time every day to walk, stretch, meditate or however you exercise.