

# Personal Wellbeing and Mental Health

*Keeping well and connected to one another through COVID-19*

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## Context

The aim of this document is to provide support for remote working and self-isolation, as we begin to work differently through this difficult and uncertain time. In addition to some top tips for working remotely there are a number of links to online resources, apps and services that can be accessed by anyone.

## 10 top tips for working remotely

1. **Set up a designated workspace.** Separate space for yourself to work in, somewhere you can focus on tasks without being distracted and set up with everything you need for a normal working day – computer, phone, stationery, papers...etc.
2. **Make sure you have all the tech you need.** This includes a reliable and secure internet connection, any necessary files, hardware and software, remote access to your company network and, importantly, knowledge of how to get IT support.
3. **Get dressed.** Changing into working clothes will help you mentally switch to productive work mode. It will also help you distinguish between ‘homeworking’ and ‘home life’.
4. **Write a daily to-do list.** Set out a list of realistic, achievable tasks to keep you focused.
5. **Know when to step away from your desk.** Be clear about when your working day begins and ends and take breaks to refresh. It’s easy to let yourself be ‘always on’ when your home and office are the same place. When work is over, be sure you switch off to avoid burnout. Think about having ‘core hours’ which people you work with are around for.
6. **Stay in conversation.** Contribute regularly to team chats/group emails so you don’t drop off the radar. Ask about what people are working on and share what’s on your plate. Being physically separated means you miss the ‘water-cooler moments’ so this is a means to keep informed.
7. **Foster relationships.** Make time for non-work chats as you would in the workplace and use video calling to maintain face-to-face contact.
8. **Be clear in your communication.** Speaking in person gives you visual and audio cues that help you communicate. Conversing remotely removes a lot of that extra information so make your communications extra clear and concise.
9. **Ask for support when needed.** Speak out when you need assistance, further training or support. Your manager, colleagues and you are part of a team and should be supporting each other, especially remotely.
10. **Make remote working work for you.** Change where you sit, put on music, whatever helps you work. And enjoy the perks – no commute or uncomfortable shoes, and all your home comforts!

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## Links to useful resources that help promote wellness while remote working

Link	Description	Could be useful for...
 Click <a href="#">here</a>	Internal Support: College user video uploads (Microsoft Stream)	...Keeping up to date with latest staff briefings, as well as accessing vlogs and 'how to' videos created by fellow College colleagues.
 Click <a href="#">here</a>	Internal Support: Self-Isolation Staff Support Group (Microsoft Teams)	...Staying in touch and connected to other College colleagues during these uncertain times.
 Click <a href="#">here</a>	Internal Support: Self-Isolation Staff Support Group (Facebook Group)	When joining these groups introduce yourself, letting everyone know your College email address and the name of your line manager to help everyone get to know you better!
 Click <a href="#">here</a>	External Support: Agencies, Apps & Websites for Managing your Wellbeing and Mental Health	...Checking out apps and websites that might be helpful to access while adjusting to remote working.
 Click <a href="#">here</a>	External Support: YANA Rural Mental Health Support	...Getting in touch with mental wellbeing professionals, specialising in supporting those in an agricultural, rural or land-based context.
 Click <a href="#">here</a>	External Support: Health Assured – Online Service	...Accessing a wealth of content to help support positive wellbeing such as factsheets, videos and materials that are free and open to all.
 Click <a href="#">here</a>	External Support: Health Assured – Telephone Service	Username: Askham Password: Bryan College
 Click <a href="#">here</a>	Learning Opportunities: LAUNCH Content Library	...Keeping busy and engaged through learning. There are a number of courses in the content library. Check it out with your unique login details.
 Click <a href="#">here</a>	Learning Opportunities: Future Learn Free Online Courses	...Engaging in some free CPD. There are a vast range of free courses for self-study available, many aimed at teachers and lecturers. Try some out and don't forget to update your PD record on LAUNCH too!

**Remember...** *Although we may be working separately, we are all in this together. Stay well, stay healthy and stay connected.*