

# Welfare Awareness Topic: Studying at Home: A How to Guide

**Overview** – Some of you may have recently had the opportunity to study/work from home (WFH). This can be a great way of maintaining a good work/life balance as it enables you to save on your commute time and work in the comfort of your own home. The pitfalls of working from home can be a lack of support system, missing social interaction, feeling less supported by your manager/ peers and feeling a little isolated.

With this in mind we have produced the below list of good working practises along with some resources you might find useful:

- **Plan** - You should treat your WFH day as you would any other office day. You should plan your tasks and aim to be as productive as you would if you were in the office. Lists are your friend and use your calendar!
- **Think ahead** – You will need to consider your IT needs, the equipment you'll need access to, the software that will need to be downloaded on to your laptop and the contact details for anyone you might need to ask for help (i.e. IT dept/ manager/ peers)
- **Workspace** – Create a permanent working space for yourself, it's good to have a clearly defined area that has all your work equipment and is comfortable, accessible, practical and conducive to work. It's also helpful to have a space you can leave when you need a break
- **Take breaks** – Sometimes when WFH there can be tendency to ignore your usual work pattern and break schedule. It's important to take regular breaks away from your workspace, so plan out the structure of your day and make sure you allow for these
- **Stay Connected** – Just because you are working from home doesn't mean you need to be isolated. Use the technology available to you such as email, IM, video conferencing etc to check in with team members, ask questions and work together on projects. Technology is a wonderful thing, use it!

- Self-Care – When you work from home it can be very easy to allow the line between work life and home life to blur. It can be tempting to work longer hours to either prove your effectiveness whilst WFH or to just ‘finish this last task’. It’s important that you work your normal office hours and have a clear demarcation of your work time and your free time. Everyone needs this balance, it’s important for maintaining productivity and your mental health. Be kind to yourself and work to maintain this balance. If you are struggling, speak to your manager, your skills coach or the BPP Safeguarding team, we are here for you!

*Please do note that your company should be supporting you in your new work environment, they should help ensure it is set-up in a way that promotes your safety/ productivity and wellbeing and any concerns you have should be dealt with in the same way as if you were working from the office.*

#### **Article/Source**

<https://www.lifehack.org/articles/productivity/10-tips-help-you-more-efficient-working-from-home.html>

#### **Supporting Sources**

<https://www.travelandleisure.com/travel-news/working-from-home-bad-for-mental-health?amp=true>

<https://www.google.co.uk/amp/s/amp.theguardian.com/lifeandstyle/2019/mar/25/extreme-loneliness-or-the-perfect-balance-how-to-work-from-home-and-stay-healthy>

<https://weworkremotely.com/how-to-keep-your-mental-health-in-check-when-you-work-from-home>

<https://www.highfidelity.com/blog/boost-employee-morale-for-distributed-teams>

If you feel you need support for this or related issues then please contact the Safeguarding Team ([safeguarding@bpp.com](mailto:safeguarding@bpp.com)), we can talk to you about how you are feeling and signpost you to BPP resources/ local support.