

# TIPS ON HOW TO LOOK AFTER YOUR PHYSICAL AND MENTAL WELL-BEING WHILE WORKING FROM HOME

A community message by:



It's likely many organizations have implemented the Work from Home method to keep their employees safe from the coronavirus outbreak. In such situations, while home may be the safest place, it is equally important and necessary that we pay attention to our physical and mental well-being.

Therefore, we like to advise and encourage you to try and implement the following routines to your daily life to avoid unnecessary anxiety. We hope this will help you, your friends and your family to be more productive and in taking better care of maintaining a sound physical & mental well-being.



**1** Choose your work location wisely. Most suitably a quiet and tidy workspace where you can focus. Avoid distracting areas like the kitchen and living room.

**2** Set up dedicated times for work and leisure – and stick to these times.

**3** Take scheduled breaks like every 1-2 hours. Do not sit still for too long.

**4** Eat at regular times. Choose a light, balanced and varied diet to maintain energy levels and which boosts your immune system.

**5** Consume at least 1.5 litres of water every day to prevent dehydration and to keep your body healthy.

**6** Stay connected with others. Regularly speak with your work colleagues, your family, and friends.

**7** Find ways to be active. Start an exercise routine or try new relaxation techniques.

**8** Be selective and always double and triple check your source of information on the virus outbreak in order to avoid spreading of false rumours and to maintain your peace of mind.

**9** Limit alcohol intake and quit smoking.

**10** After work hours, limit screen time. Put away electronic devices at least 2 hours before bedtime to get a good night's sleep.



Disclaimer: The guideline outlined in this document is to safeguard you and your loved ones from COVID-19. We advise you to seek professional guidance if you wish to clarify any section on this document or if you feel the need to take any action based on this document.

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