

Mental Health Matters



10 Tips for Mental Wellbeing While Working Remotely

Remote working can blur the lines between work and home, which can affect mental boundaries, focus, and connection. These tips support emotional wellbeing while maintaining balance in a home-based or remote environment. This resource is part of our **Mental Health Matters Toolkit**.

- ✓ **Set Clear Work Hours** - agree these with your line manager, block these times out in your calendar and add an automatic Out Of Office message that is set to respond during your protected time.
Benefit: Protects your time and prevents overworking.
Helps you switch off and recharge properly.
- ✓ **Create a Workspace** - this could be as simple as having a 'mobile office bag' that contains your essential work kit that can be used to create a small workspace when you're on the go or working remotely.
Benefit: Encourages focus and reduces distractions.
Even a small setup can mentally separate work from home life.
- ✓ **Get Dressed for the Day** - plan your work wardrobe each week, using your routine planner to assist, and enjoy choosing outfits that reflect your week ahead.
Benefit: Increases motivation and self-esteem.
Sends a signal to your brain that it's time to engage.
- ✓ **Limit Screen Time** - set meetings so they are 5/10 minutes shorter than normal so you can rest your eyes from the screen.
Benefit: Supports concentration and reduces screen fatigue.
Short pauses help you come back more refreshed.
- ✓ **Prioritise Your Lunch Break** - block this time out in your work planner and avoid booking meetings during this time.
Benefit: Encourages better digestion and mental rest.
Eating mindfully boosts energy and focus.
- ✓ **Socialise With Colleagues** - consider using work hubs or connecting with colleagues who are close to where you're working.
Benefit: Maintains connection and prevents loneliness.
Social chats support teamwork and morale.
- ✓ **Know How To Access Support** - keep a list of key resources, such as your company's Employee Assistance Programme details, to hand.
Benefit: Enables you to quickly access support without having to search through emails or work systems
Early intervention supports better wellbeing and mental health outcomes
- ✓ **Switch Off After Work** - avoid downloading work applications on personal devices, and switch work devices off once your work-day has ended.
Benefit: Restores mental energy and supports work-life balance.
Logging off helps you feel truly "done" for the day.
- ✓ **Stay Curious and Keep Learning** - build in time for personal growth — whether it's a short article, webinar, or new skill.
Benefit: Stimulates mental engagement.
Supports a sense of growth and achievement.

- ✓ **Celebrate Small Wins** - keep a diary of your daily successes.
Benefit: Builds confidence and reinforces progress.
Acknowledging achievements improves motivation and mindset.
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These wellbeing tips are simple, practical actions that can help you feel more balanced, supported, and in control — even during unpredictable or demanding times. Whether you're working remotely, managing shift patterns, or navigating everyday life, looking after your mental wellbeing is not just something to do when things go wrong — it's something we can build into how we live and work every day.

Remember, wellbeing isn't about getting it right all the time. It's about making space for what restores you, recognising what you need, and knowing that small, consistent steps can have a powerful impact over time. No one approach fits all — the key is finding what works best for you, allowing yourself the flexibility to adapt when life shifts and asking for help when you need it.

Need to talk to someone? Click [here](#) to access a range of support that's right for you.