

AVIATION



ACTION

Working from home and **THRIVING.**

It is often the small changes you make yourself that make the biggest difference to your personal circumstances.

Keep this document as a reminder of:

- Useful changes you can adopt to make homeworking work for you
- Where and how to access support when you feel you need it



What can you do?

Alcohol Consumption

During stressful times we often start to drink more heavily. With the added disruption to our routines, it is easy to lose track of how much we are drinking.

Find other ways to treat yourself

Do more of the things that bring you pleasure (e.g. going for walk or bike ride, washing your car, cooking a special meal or tending to your garden or window boxes).

Keep track of your drinking

Download the '[Try Dry](#)' app.

Get support

Remember, you are not alone and support is here...

Call:

AA: 24/7 on 0800 9177 650

Drinkline: Monday – Friday 9am to 8pm on 0300 123 1110

Online meetings:

AA: <https://bit.ly/Drinkaware2>

SMART: <https://bit.ly/Drinkaware0>



What can you do?

Poor Quality Sleep



Oxygen, food, water and sleep. Without these our bodies cannot function. When we experience prolonged disruption to our sleep pattern, it affects our body's ability to think clearly and logically, behave rationally and empathetically and even fight against illnesses.

Signs

- Find it difficult to fall asleep
- Lie awake for long periods at night
- Wake up several times during the night
- Wake up early and be unable to get back to sleep
- Feel like you have not slept well when you wake up in the morning

Unsure if you are suffering from poor sleep?

Track your sleep with this 'sleep self assessment'.

<https://bit.ly/Sleepsoon>



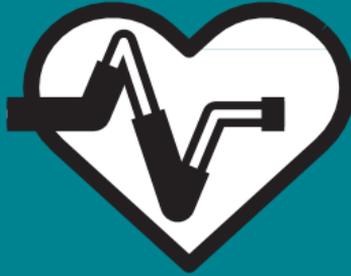
4 easy ways to improve your sleep...

- **Consistency is KEY** – get into a routine before bed and get up at the same time always. Listen to your body and go to bed when you are tired. This helps your body make best use of your time sleeping and is particularly important for shift workers.
- **1hr rule** – avoid screens (especially those emitting blue light such as phones and tablets) within 60 minutes of sleep. In this time, take a warm shower or bath and read up on a topic you find interesting. Your body is looking for cues to prepare you for bed.
- **Dark, quiet and cool** – make sure your bedroom is all three!
- **Move more, sleep more** – regular physical activity is proven to support better sleep quality. Avoid activity in the hours just before sleep.

What can you do?

Work-life Balance

We are always juggling the demands of our multiple roles and responsibilities. During this crisis, the lines between home and work have become blurred.



4 easy ways to improve your work-life balance...

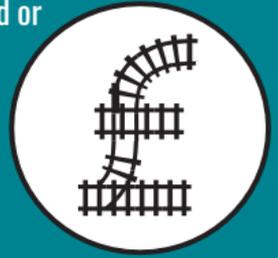
- **Get into a positive routine** – wherever possible, keep as close to your normal work schedule as you can.
- **Have a dedicated workspace** – if possible, set up an area to work from away from your bedroom. Ensure you have the equipment you need to do your job well, and ask your employer to support you if not.
- **Take regular breaks** – it is unlikely that your productivity will remain the same throughout the day. It is important to take regular but short breaks during work. This should include a lunch break away from your home workspace.
- **Work smart, not long** – once you know when you are most productive, plan your day around this. Prioritise 3-5 tasks and focus on them. The morning period can often be a good time to do this.

What can you do?

Worrying about Finances

The true financial impact of Coronavirus is yet to be known however we can reasonably assume it will have some impact on everyone's personal finances to varying degrees.

That can be especially true if a family member starts to rely on Statutory Sick Pay (SSP), has working hours reduced or is made redundant.



4 easy ways to become more financially-savvy...

- **Get to grips with your current finances** – get your latest account statements and a view of investments. If there is anything unexpected or transactions you don't recognise, address these first.
- **Review your spending** – are there outgoings that you no longer need or are inflated? Can you improve the price of insurance premiums by switching provider?
- **Create a household budget** – even in the short term, this can be useful to give you peace-of-mind that you aren't spending beyond your means. Access ours here: <https://bit.ly/Budget111>
- **Explore government support** – the government is offering lots of short-term support to aid cash flow including mortgage holidays and extensions to other financial commitments. Can you take advantage of any of these? MSE is a great tool to explore these <https://www.moneysavingexpert.com/>

Are you in need of immediate support?

If you are worried about your money or concerned that you will fall, or have fallen into arrears then it's always better to seek advice sooner rather than later.

Resources

Validium: call 24/7 on 0800 358 4858

Money Advice Service: <https://bit.ly/Moneytips111>

Pay Plan: 0800 280 2816

What can you do?

Feeling Isolated

One common description of loneliness is the feeling we get when our need for rewarding and meaningful social contact and relationships is not met.

4 easy ways to help you address feelings of isolation...

- **Don't compare yourself to others** – we all do it on occasion. It can help to remember that things are not always what they seem from the outside. Posts on social media platforms don't tell the whole story.
- **Do more of the things you enjoy** – find an online community that share the same enthusiasms as you or go for a walk...whatever takes your fancy!
- **Set aside time each day to connect** – technology is a great help in the current climate. Turn your camera on and look at the people you are talking to.
- **Be present in the moment** – try to step out of work mode by not checking emails or WhatsApp. When you connect, actively listen without judgement to what others have to say. Concentrate on their needs in that moment and offer support where you can. We are in this together.
- **Befriend someone new** – use this link to start the process of meeting someone who is looking to connect. This service is provided by 'Befriending Networks'
<https://bit.ly/befriend111>

