Staying mentally fit and socially connected when working from home

Social contact

Check in
- Take it in turns to tell each other how you are doing (at home)
- What questions you have
- Close the check in

Day start
- Review the work agenda
- Discuss how to keep in touch
- Discuss how the day ends

Day closing
- Close work agenda together
- What went well and what could be better?
- What are you going to do for relaxation?

Prefer phone over e-mail and video call over phone ▶ **Social communication is 7% text, 38% voice, 55% visual** *(Harris & Osborne 1975)*

Avoid disrupting your normal rhythm

Keep your regular morning rhythm	Keep exercising	Pay attention to your diet	Take care with alcohol	Make sure you get enough sleep	Plan your relaxation	Coordinate your work with your housemates
Keep family members, colleagues, and your manager informed about your mental resilience	Give worry time half an hour, make sure you end it after that time	The email notifier has no added value. Deliberately download your mail at set times	Limit news checking to twice a day	Pay attention to each other and especially to those colleagues who live alone		