

Tips for taking care of

# yourself and others



You can find more information on our [coronavirus intranet site](#)  
and join our [Yammer group](#) to help manage your wellbeing.

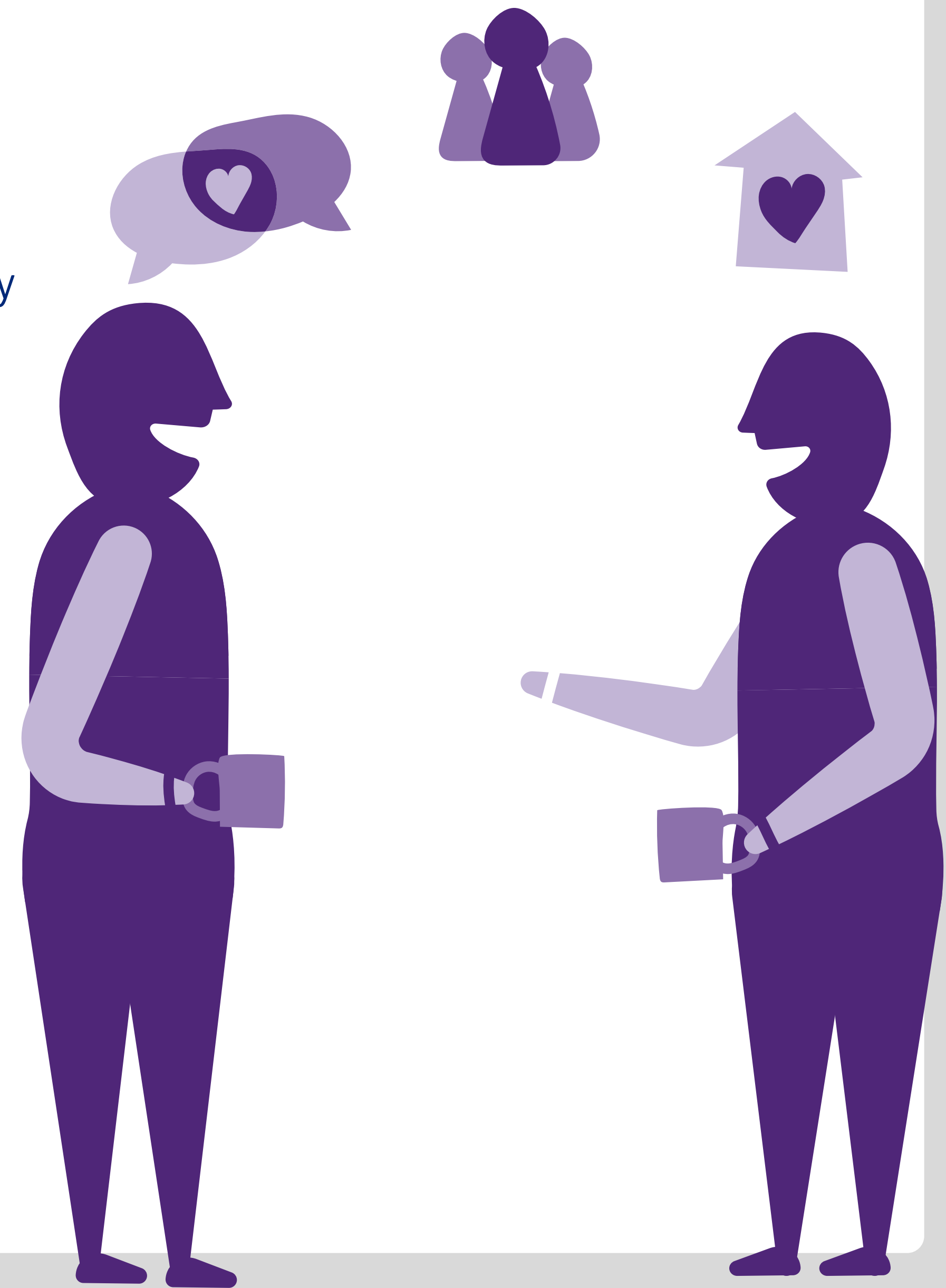
# Social

- **Schedule regular breaks** and downtime – whether that’s from the office, branch or home. Get away from your screen and use these opportunities to talk to friends, family or your colleagues.
- **Sharing is caring.** Set up a music playlist for your friends, family or colleagues to contribute to, or join a [Netflix Party](#) and compare notes. What about starting a virtual book club?
- Have a **house party** – Houseparty is a social networking service that enables group video chatting through mobile and desktop [apps](#).
- **Caring is the new currency** – think about how you can support your neighbours – use the **#viralkindness** postcard to offer neighbours help if and when they need it.

## Useful links

- Learn about our collaboration tools: [Microsoft Teams](#) and [Yammer](#).
- Join our [Yammer group](#) and share what you’re doing using #initttogether.
- Download the [#viralkindness](#) postcard.

#initttogether



# Physical

- **Are you sitting comfortably?** Make sure your workstation is set up correctly and if you're at home, try working from different rooms to find the most comfortable set up.
- **Keep moving.** If you're able to, make sure you're getting some fresh air, even if it's just in the garden. And try to fit in some exercise either at lunch or when you're done for the day. Cycling, running, yoga or just a walk: (always follow latest government guidelines). It will really help.
- Make sure you're **eating and drinking healthily too**. You could try pre-preparing meals, so you're getting a balanced diet. Limit how many high caffeine, sugary or alcoholic drinks you have, which will also help your sleep.

## Useful links

- See the NHS's [Posture tips for laptop users](#).
- Get tips on [setting your workstation up](#).
- Share your healthy recipes on our [Yammer page](#).
- Challenge yourself with [On Your Feet Britain](#).

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# Emotional

- If you're feeling overwhelmed, try a **social media and news detox** for a few days and perhaps give mindfulness or meditation a go. It's a great way to help de-stress and clear the mind.
- **Revisit the classics.** Chilled out music genres like classical may help you unwind.
- **It's okay not to be okay.** You might have different emotions – find the right things to surround yourself; books, virtual catch ups with friends and reignite that passion project that you have been considering!
- Taking a moment to say '**thank you**' to others for support or a job well done is good for their wellbeing and yours ... make that moment count.

## Useful links

- Try a [meditation for emotional strength](#).
- Watch our [chair yoga class](#) or [stress bust your day](#).
- Listen to [Adrian Embling](#) talking about personal resilience.
- Use our [#inittogether](#) PRIDE e-card to recognise a colleague.

#inittogether



# Mental

- **Try to have a routine** – create something that works for you and plan your day, get showered and dressed in the morning if you are working from home.
- It's important to check in on how you are feeling, try the **Every Mind Matters** [‘Your Mind Plan’](#) quiz.
- **To help manage life-balance** try to create boundaries. Create your own space that is dedicated to work, and make your calendar visible to all colleagues so they can support and respect your ways of working.

## Useful links

- Listen to a [3-minute meditation](#).
- Try [Yoga to stay focused](#).
- More information on [looking after your mental health](#).
- Information from Arthur Webb Challenge Cup team, [A Healthy Mind](#).

#initttogether



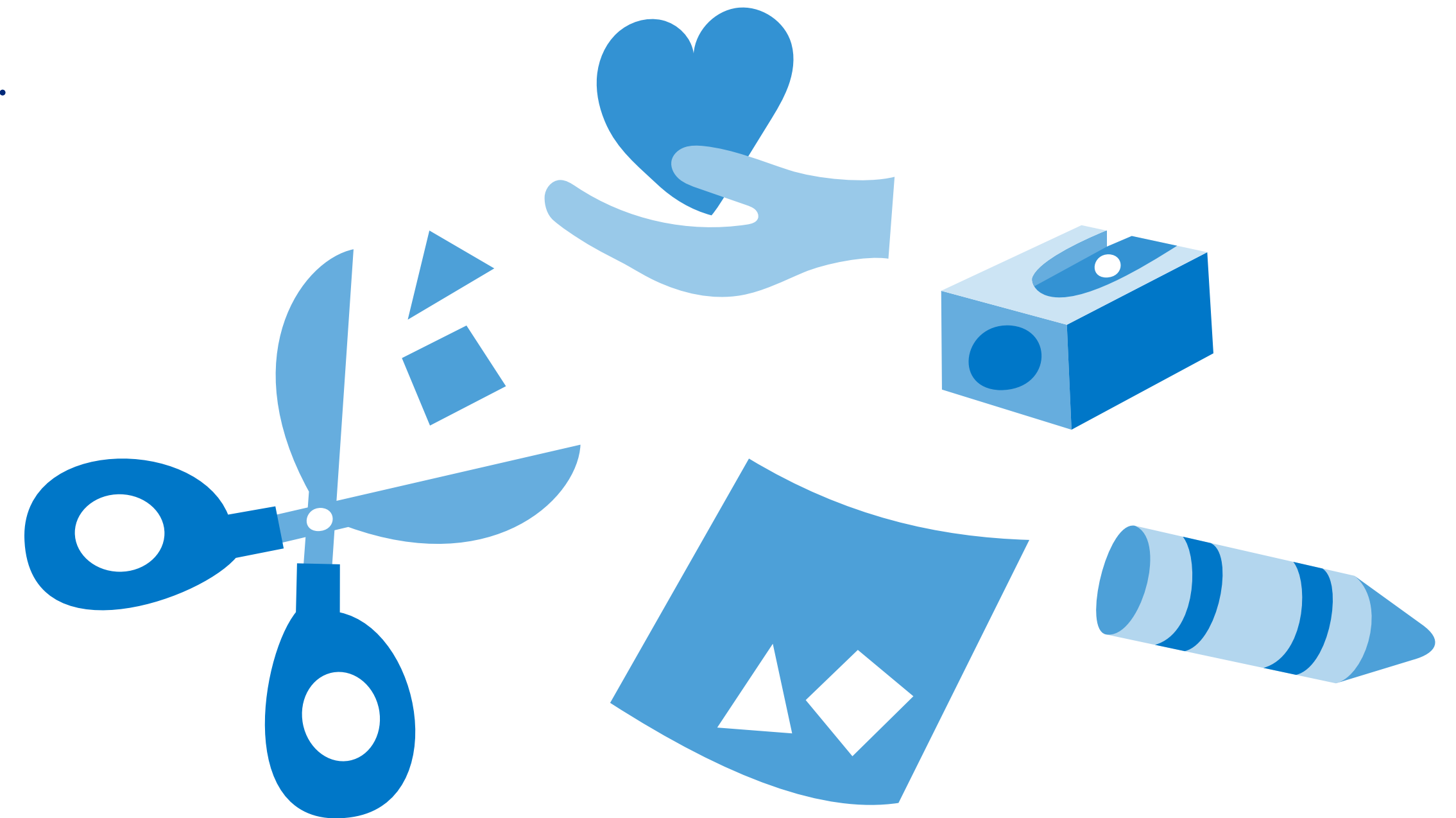


# Childcare & Carers

- **Be open and honest** with what you can take on and keep talking to your line manager. We all need to be more flexible than ever.
- **Give the kids structure** to their day, and schedule time in your work calendar to join them. Also think about how to reward studying.
- We're going digital, so can they! How about a **virtual playdate**. And for older children, video calling will help them catch up with friends.
- Reach out to our **employee networks** if you're a carer or a parent.

## Useful links

- Twinkl are offering free learning packs during school closures, for early years children through to age 16.
- Keep the kids active, try PE with Joe Wicks (search on YouTube).
- Keep close to your colleagues through the Working Carers and Working Families Yammer Group.



# EmployeeCare

The act of taking control is empowering, and it's a crucial part of finding a solution that satisfies you and not someone else. If things are really getting too much for you EmployeeCare is there to help you.

So if you find yourself in a difficult situation, or you're worried about something – no matter if it's work-related or personal – EmployeeCare is there to offer independent and confidential support, 24 hours a day.

Just call **0800 756 9804**.