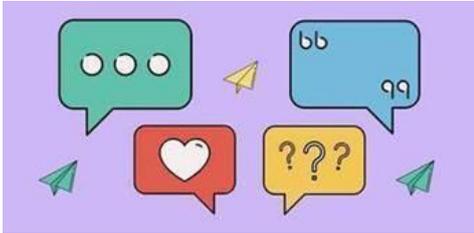


# Unilever's Working from Home Top Tips



## Dedicate time for non-business related conversation



Spend the first few minutes of your meetings catching up with your colleagues. Ask them how they are, practice the art of small talk and chat to them the way you would in a normal office scenario. Turn the camera on – yes, even if you're in more "relaxed" clothes and/or have a pet on your lap! Interaction and socializing lifts our mood!

## Find new and fun ways to connect



Think about setting up a WhatsApp group or other platform to connect with each other. Some teams have set up a "Selfie Challenge" to share photos of them working from home, others have an ongoing chat where they exchange jokes and a few have introduced their pets over Teams meetings!

## Stick to a routine – as much as possible



It's important to maintain a routine and healthy habits. Aim to go to bed and get up the same times you would usually, schedule regular breaks and – as much as possible – try and stick to what you would normally do throughout the week. Most importantly – get to the end of your working day and STOP. Don't fall into the trap of working all hours under the sun just because you're not physically "leaving" an office. Your personal time away from work is vital.

## Create a work space



If you've got a home office – this shouldn't be hard. If you haven't – let's start off by saying: don't make your bed the working space – or the bathroom for that matter. Try and section off a corner of your home as a "work station". Ideally you'd have a flat surface and comfy chair – but you may need to get creative! Surround yourself with things that make working easier and then maybe add some things that make it pleasant. This is your new desk – make it your own! Try and keep as much of your living space un-infiltrated by work – this will help you to switch off at the end of the day.

## Get fresh air, sunlight and drink lots of water



Because you're basically just a houseplant with more complicated emotions, let fresh air and sunlight pour into the room. Breathe it in, feel the warmth on your face and – if possible – get outside! A simple walk in the fresh air can work wonders for our mental health and, of course, will alleviate some of those cabin fever symptoms!

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## Think about what you need in your home



Think about how much you would typically spend on lunch each week if you're in an office – now add that to your usual shop and get yourself some tasty provisions! It's wise also to think about what things you might need in your home – in your food and medicine cupboards – in the event of a "lockdown" situation. Make a list of your favourite foods, some non-perishable items and get a sensible amount of toiletries, vitamins and regularly used medications. This isn't about panic-buying, it's about being prepared for possibly not having as frequent access to the supermarkets as we are perhaps used to.

## Move!



For anyone who tracks their steps, I'm sure you will have noticed the decline on days when you're working from home... Step count is likely to go down if we're confined to our comparatively smaller homes instead of the office. So what can we do? Yoga tutorials on YouTube, lunges on the stairs, squats between meetings... Get creative, get moving and get those endorphins pumping!

## Make use of your usual commute time



Would you usually spend an hour commuting to work? You may now have some extra time in your day. The easy option would be to fill that time with work – but this is not what we are recommending. Why not spend that time enjoying a hobby, getting creative around the house or learning something new? Or perhaps it's simply a welcome chance to spend more time with the family. Embrace it, don't waste it.

## Get dressed!



Yes I'm talking to you, sitting there in your PJ's! We are ALL ABOUT comfort... but part of your daily routine should include showering and changing out of your pyjamas! Nothing fancy, just something that sends a signal to your brain to say: the day has begun, commence work-mode. You only need to get caught out once by an impromptu visitor to learn this lesson the hard way!