

March 20

Home Working Well-being Journal

The rationale behind this journal is to provide you with a range of top tips, advice and signposts to key information to help you navigate safely through the next few challenging weeks

Our working lives have changed significantly over the past few weeks and we are all concerned about the health and wellbeing of those around us - at home and at work - as we all adapt to far-reaching changes. The overall uncertainty of the national and global situation is presenting risks to our health and well-being – physical, mental, financial and social. We are now likely to be very isolated, remote and also having to work differently for the foreseeable future and so it is all the more important that we work together, in whichever way we can. Hopefully, this journal will provide you with some useful information to make this all the more easy...

In this journal: Top tips for working from home; Action for Happiness—Response to COVID 19; W.H.O.—Advice on Stress Management; Building Personal Resilience: Look after your Mind, Body and Soul; Technology at Home

Somewhere inside us all, is the power to change the world...

Roald Dahl

Top Tips for Working From Home

Below are some top tips for maintaining a healthy work-life balance when home-working:

Start your day as if you were actually going to work

- Get up at your normal time
- Exercise, if that is what you normally do

If you'd normally commute to work, have instead a period of mindfulness before the day starts

- Now would be a good time to reflect on your mental health
- Maybe call someone you work with and have a chat

If the first thing you normally do at work is have a coffee, make one and start work

Act as if you have just arrived at work

- Switch on your laptop
- Set up all the paperwork you need around you

Have a daily routine and stick to it.

- Structure your day.
- Breaks are really important
- Stand up and move around
- Water breaks and chats
- Coffee breaks
- Lunch breaks
- Fresh air

Communicate and agree your intentions with family and friends

- Agree and set rules for the family
- Don't always answer personal phone calls
- Conference Calls - Be Prepared (PJs acceptable!)
- Test Conference Call (Skype) software
- Test background noise (and warn family members that they might be seen and heard!)
- Know how to mute!

Stay Connected

- Talk to your line manager
- Talk to your colleagues
- Just talk!

Top Tips for Working From Home

Below are some top tips for home working time management

Stay connected and keep in touch with people regularly

- Set a regular work pattern
- Keep in contact with work colleagues
- Organise meetings via Skype (This is currently being set up by ICT. If you have problems connecting, see information included in the journal.)
- Plan courses
- Maintain regular contact with schools
- Catch up on wider reading (see professional reading below)

Build in some 'you' time

- Get Dressed
- Establish Boundaries
- Get out and about (if you're not self isolating)
- Pick up the phone
- Take regular breaks
- Sit in the sunshine to do some 'work reading'

Finish the endless 'TO DO' list that you never find time for

- Catch up on professional reading (see list below)
- Clear your e mails
- Clear out your P drive
- Prepare training you are leading for 2020/21

Professional reading and research suggestions

- Paul Dix - When the adults change everything changes
- Jonathan Lear - The Monkey Proof Box
- Pete Lindsay and Dr Mark Bawden - Pig Wrestling
- Mary Myatt - The Curriculum—Gallimaufry to Coherence
- Tom Rees - Wholesome Leadership
- Megan Sumeracki, Oliver Caviglioli and Yana Weinstein – Understanding How We Learn
- Alex Quigley -Closing the vocabulary gap
- Tom Sherringham - The Learning Rainforest
- Tom Sherringham - Rosenshine's principles in action
- Weinstein, Sumeracki and Caviglioli - Understanding how we learn
- Daniel Sobel - (Narrowing the attainment gap – support for disadvantaged pupils)
- Andy Griffiths & Mark Burns -Teaching Backwards

Anything by Doug Lemov!

<https://www.bbc.co.uk/news/business-51868894>

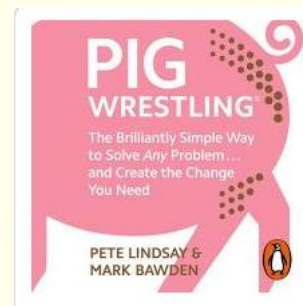
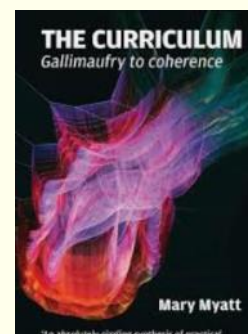
<https://www.bbc.com/worklife/article/20200312-coronavirus-covid-19-update-work-from-home-in-a-pandemic>

Be inspired

https://www.ted.com/recommends?gclid=EAlaIqobChMlhMmD9d-m6AIVmKztCh2ZhA5JEAAYASAAEgJSVvD_BwE

Stay ahead of the game—subscribe for key educational updates

<https://www.gov.uk/government/organisations/standards-and-testing-agency>
<https://foundationyears.org.uk/>
<https://www.gov.uk/government/organisations/department-for-education>



Top Tips for Working From Home

It's important that whilst you're working from home, you take reasonable steps to take care of both your physical and mental health.

Your working space

- Try to set some space aside as a work space, ideally somewhere where you can close the door at the end of the working day, so you can create a separation between your work and home life.
- Ideally, the space needs to be well lit, ideally with natural light, and without any hazards, like overloaded sockets or wires trailing across the floor. If you can, somewhere that won't be easily distracted or disturbed, although we appreciate this may not be easy.

Your desk

Whilst many of us are temporarily working from home, it's important that you get your desk areas set up well.

- Work at a proper table - not on your sofa!
- Make sure there is plenty of space for you to get your equipment set up in the right way. Where possible use a separate keyboard and mouse.
- Adjust your position so that your:
 - Arms are roughly at right angles and forearms horizontal
 - Lower back is supported
 - Wrists are in a neutral position, not excessively flexed
 - Posture allows you to sit comfortably
- Adjust your screen so the top is roughly eye level

Health and Safety —Some Expert Advice:

- Display Screen Equipment - <http://lccintranet2/corporate/web/?siteid=3726&pageid=13613&e=e>
- Eye and Eyesight Tests
- <http://lccintranet2/corporate/web/?siteid=3726&pageid=13614&e=e>

You

- Above all else, you need to take care of you. It can feel quite isolating to be working from home full time, even on a temporary basis. It's also harder to create those distinctions between work and home life.

[Here's some great advice from MIND](#)

- Create some healthy routines (when are you going to exercise?)
- Keep getting dressed (think work ready)
- Get up and walk about more regularly than you would in the office - and don't use this time to stare at your phone screen instead
- How are you going to maintain your work "social circle" - team mates, work friends? Put regular time in to call or chat with people
- Why not pop in a short virtual meeting more regularly to have a coffee break together and have a general catch up?

Eat Well

Instead of bulk buying loo rolls, stock up on some healthy staple foods which can be easily stored, cooked and frozen, such as lentils, sweet potatoes, butternut squash, whole grain rice, tins of sardines, mackerel and tuna to name but a few. Further information about healthy eating can be found on the NHS website:

<https://www.nhs.uk/oneyou/for-your-body/eat-better/>

Make your Own Hand Sanitizer

<https://wellnessmama.com/281/homemade-hand-sanitizer/>

<https://www.idealhome.co.uk/care-and-cleaning/how-to-make-hand-sanitiser-244437>

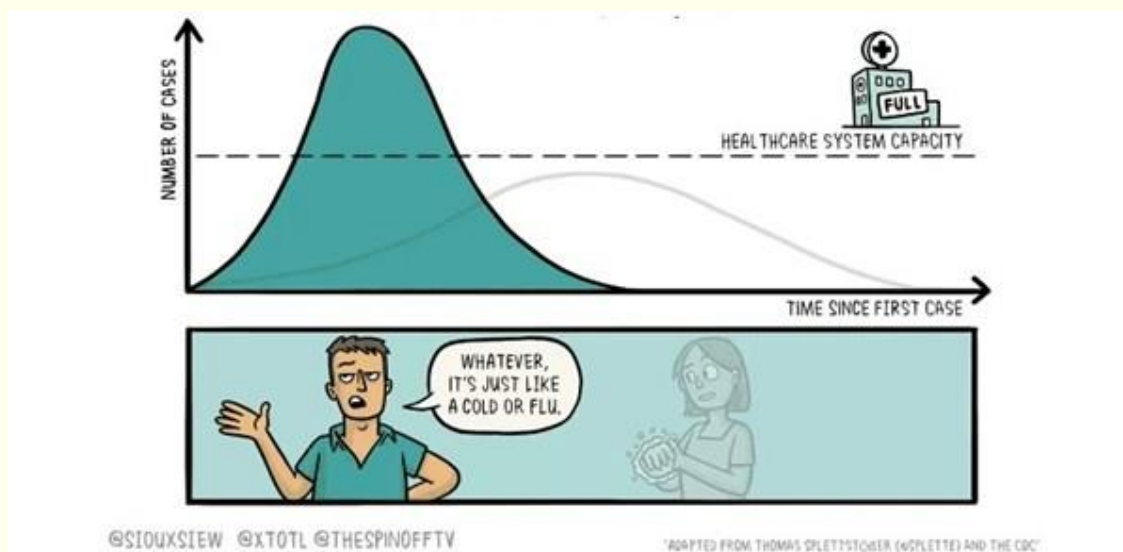
Action for Happiness response to COVID-19

The Action for Happiness response to COVID-19

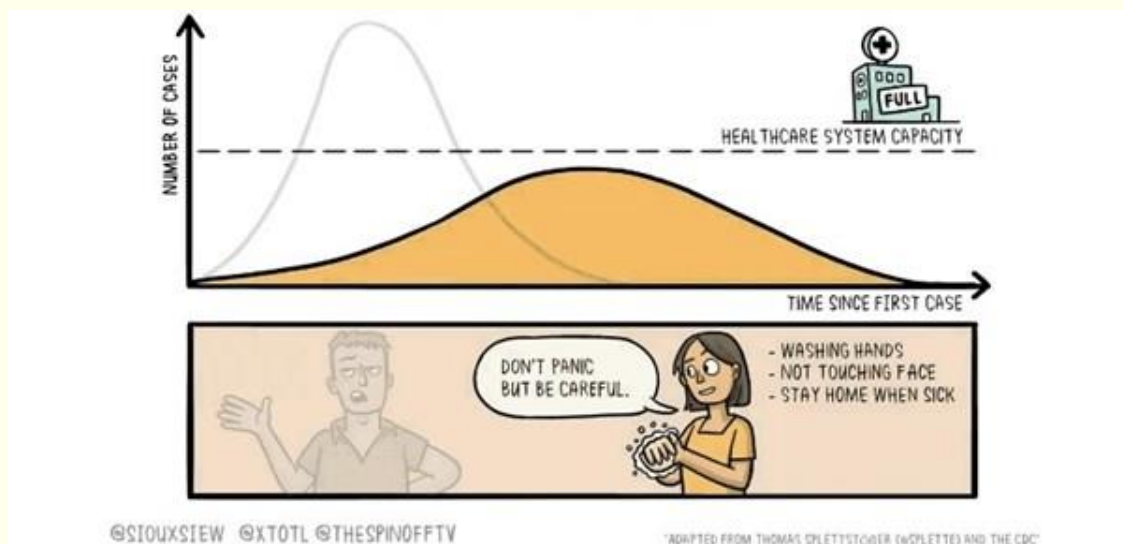
Having researched thoroughly and had much discussion, the Action for Happiness recommended response in brief is:

1. Listen to the experts

With so much upheaval and 'fake news', it's vital we tune in to the facts and use these to guide us towards the wisest and kindest actions. It is very clear that how effectively a society responds makes a big difference. For the latest expert advice, visit the [World Health Organisation](#) (WHO). The most important concept that we all need to understand is the importance of "flattening the curve" to delay the spread of the virus, as illustrated in the following two charts.



In this first scenario (above), where we carry on with life as usual, cases of the virus will grow exponentially and overwhelm the healthcare system which has fixed capacity. In the second scenario (below), where we help to spread out cases over a longer period, the healthcare system is better able to cope, leading to far fewer deaths.



So even if we aren't in a high-risk category or area, our actions have the potential to reduce the burden on the health system and help save lives.

Action for Happiness response to COVID-19

2. Keep calm (but don't carry on)

Although the COVID-19 outbreak may feel like a nightmare scenario, there are lots of [reasons to stay optimistic and hopeful](#). For example:

Scientists understand a lot about the virus and we have the ability to test for it

Catching the virus isn't that easy (if we make wise & kind choices - see below)

In most cases symptoms are mild

Young people are at very low risk

Huge numbers of people have already recovered from it

So although we need to be careful, we should also stay calm and try to help others around us to stay calm and make wise & kind choices too.

Daily practices of [mindfulness](#) and [gratitude](#) can be extremely beneficial to help us cope. And although we may have to spend less time face-to-face with others, we can still **stay in touch with loved ones** and take time to **share appreciation** and **support others**.

We are all familiar with the great British wartime phrase "Keep Calm and Carry On", which is normally good advice. But during a pandemic, although the Keep Calm part still applies, the Carry On bit isn't so helpful. That's where our wise and kind choices come in (see below).

In light of the latest expert advice, our recommendation is to avoid non-essential face-to-face gatherings to help slow the spread of the virus. This will involve a lot of frustration and inconvenience, with lots of public events, meetings and other gatherings needing to be cancelled. But this is the right thing to do and will help save lives.

And if you do need to self-isolate, don't cut yourself off. Use the phone or devices to **keep in touch** with family, loved ones and neighbours.



Action for Happiness response to COVID-19

3. Make wise & kind choices

To protect our wellbeing and support others we should do whatever we can to avoid coming into contact with the virus and to be considerate to others. Specifically it is vital that we **wash our hands** and **protect others** by following good hygiene principles.



Wash your hands

Wash your hands with soap and running water when hands are visibly dirty

If your hands are not visibly dirty, frequently clean them by using alcohol-based hand rub or soap and water



World Health Organization

Protect others from getting sick

When coughing and sneezing cover mouth and nose with flexed elbow or tissue

Throw tissue into closed bin immediately after use

Clean hands with alcohol-based hand rub or soap and water after coughing or sneezing and when caring for the sick



World Health Organization

Making wise and kind choices is about looking after ourselves AND others.

We can make a big difference by **supporting loved ones** and **showing solidarity**.

This is a time to really celebrate our common humanity and treat everyone with empathy and compassion.

Be KIND to support loved ones during #coronavirus

- Check in regularly especially with those affected
- Encourage them to keep doing what they enjoy
- Share WHO information to manage anxieties
- Provide calm and correct advice for your children

Learn more to Be **READY** for #COVID19:
www.who.int/COVID-19

UNITED NATIONS World Health Organization

Be KIND to address stigma during #coronavirus

- Share the latest facts & avoid hyperbole
- Show solidarity with affected people
- Tell the stories of people who have experienced the virus

Learn more to Be **READY** for #COVID19:
www.who.int/COVID-19

UNITED NATIONS World Health Organization

This is likely to be a stressful time for lots of people. So the WHO also has some helpful guidance on how to **cope with stress** and **help children cope** too.

W.H.O. — Advice on Stress Management



Here are some more great action ideas for ways we can make a difference:

Set an intention

Make a personal commitment to make a positive impact each day for yourself and those around you, even if it is something small.

Look after your body

Move your body each day even if indoors dancing round the living room. Load up on healthy fruit & veg to support your immune system.

Nurture relationships

Connect digitally by sending messages to friends; remind them of a memory or let them know something you're grateful to them for.

Help others

Make some extra food and drop a meal off on the doorstep for a friend who is unwell. And encourage friends to make wise & kind choices too.

Look for what's good

Take some time to notice the world around you and be grateful for the good things. What can you appreciate even in difficult times?

Make the most of it

If you end up self-isolating or have events cancelled, how can you make the most of that time?

And remember to be willing to **reach out and ask for help** when you need it too.

Building Personal Resilience

Thirty ways to look after your mind and body!

COPING CALENDAR: KEEP CALM. STAY WISE. BE KIND

30 actions to look after ourselves and each other as we face this global crisis together. Please use & share 🙏

1 Make a plan to help you keep calm and stay in contact	2 Enjoy washing your hands. Remember all they do for you!	3 Write down ten things you feel grateful for in life and why	4 Stay hydrated, eat healthy food and boost your immune system	5 Get active. Even if you're stuck indoors, move & stretch	6 Contact a neighbour or friend and offer to help them	7 Share what you are feeling and be willing to ask for help
8 Take five minutes to sit still and breathe. Repeat regularly	9 Call a loved one to catch up and really listen to them	10 Get good sleep. No screens before bed or when waking up	11 Notice five things that are beautiful in the world around you	12 Immerse yourself in a new book, TV show or podcast	13 Respond positively to everyone you interact with	14 Play a game that you enjoyed when you were younger
15 Make some progress on a project that matters to you	16 Rediscover your favourite music that really lifts your spirits	17 Learn something new or do something creative	18 Find a fun way to do an extra 15 minutes of physical activity	19 Do three acts of kindness to help others, however small	20 Make time for self-care. Do something kind for yourself	21 Send a letter or message to someone you can't be with
22 Find positive stories in the news and share these with others	23 Have a tech-free day. Stop scrolling and turn off the news	24 Put your worries into perspective and try to let them go	25 Look for the good in others and notice their strengths	26 Take a small step towards an important goal	27 Thank three people you're grateful to and tell them why	28 Make a plan to meet up with others again later in the year
29 Connect with nature. Breathe and notice life continuing	30 Remember that all feelings and situations pass in time					

“Everything can be taken from us but one thing: the freedom to choose our attitude in any given set of circumstances” ~ Viktor Frankl

ACTION FOR HAPPINESS

www.actionforhappiness.org

Find out more about the Ten Keys to Happier Living, including books, guides, posters and more here: www.actionforhappiness.org/10-keys

<https://www.robertsoncooper.com/iresilience/>

Whilst working life has just changed dramatically, it hasn't stopped altogether so supporting our people is more important than ever. We undoubtedly need help to adapt to the ever-changing environment as well as to find and maintain our energy, purpose and resilience in the face of a range of evolving challenges. Doing this will give us and our organisation the best chance of bouncing back when this is over.













It's fairly clear that we all need resilience right now and a popular free resources is the i-resilience tool. This fully validated online questionnaire generates a detailed personal resilience report so that people can understand where they draw their own resilience from and how to further develop it. More than 200,000 people have already downloaded their personalised report and taken the first step to managing their own resilience more effectively.

This report is free for everyone, everywhere, forever, so please do feel free to use and share this without restriction in your organisation.

Look after your Body, Mind and Soul

Below are ten top tips for happiness!

Be creative with number 2!

<h2>Mental Wealth</h2> <p>Your mental WEALTH is our priority. We want it to be your priority too. Please please please look after yourself! We want you firing on all cylinders. Your family and friends do too! Here are 10 tips on how to SHINE at work and home...</p>	<h3>1. Eat, Move & Sleep.</h3>  <p>The first base of mental health is to look after your physical wellbeing. Treat yourself to a healthy breakfast and don't forget your 2-a-day. Take regular exercise. Join a gym, cycle, jog, stretch, do yoga, take the stairs, go for a walk at lunchtime... do whatever it takes to keep your body moving. Ban all laptops, phones and TVs from your bedroom and get your full 8 hours.</p>	<h3>2. Socialise.</h3>  <p>With actual real people. Human beings are social creatures. Your happiness is strongly linked with friendship and family so spend more time with real people and less time with social media ones.</p>	<h3>3. Choose to be Positive.</h3>  <p>Your attitude travels with you so upgrade to enthusiasm and can-do. Not unbridled 'Wooloo, don't you just LOVE Mondays' (that might be a step too far!) but tackle each day with an air of optimism and enthusiasm. Positivity doesn't mean problems disappear but it does make them a whole lot easier to deal with.</p>
<h3>4. Be Grateful.</h3>  <p>Gratitude is like fertilizer for happiness. Marvel at what you have got rather than grumbling about what you haven't. If in doubt, write a list of 10 things you really appreciate but take for granted.</p>	<h3>5. Play to Your Strengths.</h3>  <p>Work out what your strengths are and find opportunities to bring them to the fore.</p>	<h3>6. Be Kind.</h3>  <p>Kindness is a super-power. Catch people doing things well and tell them. Do random acts of kindness. Doing a good deed for someone else is a sure fire way to make them, and YOU, feel amazing.</p>	<h3>7. Get Organised.</h3>  <p>Modern life is fast and hectic. Cut your multi-tasking. Get Focused by prioritising what needs doing, then single task through your list.</p>
<h3>8. Work Sensible Hours.</h3>  <p>Forget work/life balance and install a life/work balance instead. We want you to be happy. We want you to have a brilliant life. Work productively. Give your all. Then go home and give your all there too.</p>	<h3>9. Be Your Own Bestie.</h3>  <p>You know that shrill voice in your head - the shouty one that tells you what an idiot you are... everyone has it. Human thinking is biased towards negativity so learn to dispute your thinking. Catch yourself doing things well. Change the narrative. You are amazing. Tell yourself that, because it's true!</p>	<h3>10. ASK for Help.</h3> 	<h3>#Fact:</h3>  <p>The average lifespan is 4000 weeks. We want you to live it fully. Life is a short and precious gift, don't send it back unwrapped.</p> <p> www.artofbrilliance.co.uk</p>

Stress Survival guide

crazyheadcomics

BODY

- healthy sleep
- move your body
- get your nutrients
- deep breathing
- relax muscles
- take a lil nap
- listen to calming music
- take a bath

MIND

- talk about what's stressing you out
- keep a stress journal
- prioritize your time, write lists of what needs to be done, and when.
- break big tasks into smaller steps
- set healthy habits and rituals
- ask for some help
- consider seeing a counselor if it's too much

SOUL

- engage in positive self talk
- practice saying "no" more
- take a hiatus from social media
- accept that stress is a normal part of life
- try mindfulness
- let yourself rest if you're close to a burnout - your mental health comes first

Look after your Body, Mind and Soul

Five ways to wellbeing

The following steps have been researched and developed by the [New Economics Foundation](#)



Useful sources of support

Do you love singing? Are you in a choir?

Check out Positive News UK and their online choir www.positive.news

Are you a yogi?

Curious in starting yoga?

Are you a runner? Cyclist?

Have you got 'text' neck?

Check out online yoga for all ages, abilities and reasons with Yoga with Adriene

<https://www.youtube.com/user/yogawithadriene>

Mindfulness/ guided meditation to help you stress less, move more and sleep soundly

<https://www.calm.com>

<https://www.headspace.com/covid-19>

Free subscription during the current global crisis

Clearing out your inbox?

<https://blog.hubspot.com/service/inbox-zero>

[How to rewire your brain for positivity](#)

Immune boosting plants

Read more: <http://www.dailymail.co.uk/~article-5009063/index.html>

Technology at Home

Using Technology to Support Communication

Technology may come into its own over the coming weeks by providing an invaluable tool to support communication and help enhance working relationships during a prolonged period of social distancing, both for ourselves as advisers and in relation to our partner schools. As with any use of technology it's often helpful to give careful consideration to the pressures that it can also create, particularly as we support our schools and each other through the challenges ahead. Some useful pointers:

- Don't force it. If the technology doesn't improve existing channels then don't use it. It makes no sense to increase frustration and stress for yourself and others
- Don't worry if it doesn't work – have fun with it

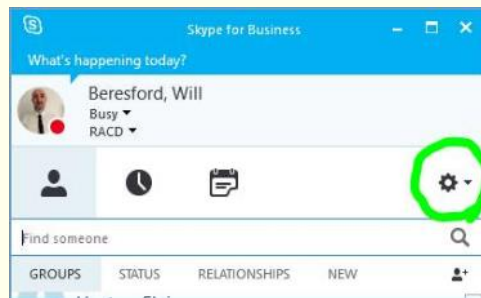
Having said that here are a small number of ideas in which technology may help.

As Agile Workers:

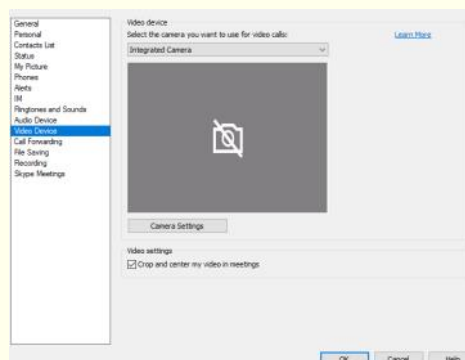
Scheduled Virtual conference meetings can provide valuable structure to the week when working remotely for significant periods of time. A sort of anchor in the calendar that will help to reinforce and support many of the top tips for home working.

Setting up Skype - (This advice applies to LCC agile workers)

All corporate Lenovo laptops should have their webcams enabled by default for the use of Skype for Business, however, we have had a couple of instances where they have not been functioning correctly. If you are unable to make a video call through Skype for Business please click on the cog icon:



Then select 'Video device' from the left hand menu and check that the video device camera option is set to 'integrated camera'.



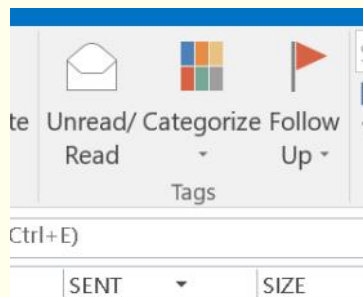
If the camera is set up correctly you should see your image in the dark grey box in between 'integrated camera' and 'camera settings'. Video calling should now be enabled.

If this does not solve the problem please call the BTLS help line on 01772532626 .

Teams may value a scheduled 'virtual' drop in or briefing/surgery becoming a regular aspect of the working week calendar? At present Skype will not work with schools as they fall outside of the secure corporate network. We are currently evaluating alternative models.

Technology at Home

Email (Outlook) remains an extremely valuable tool, particularly for providing all parties with a record of conversation, action etc. Now may be a good time to think about how we organize our messages especially as the volume of 'group-mail' expands. Use the category function to quickly assign messages to groups so keeping your core inbox free for more formal, detailed message trails.



<https://support.office.com/en-gb/article/create-and-assign-color-categories-a1fde97e-15e1-4179-a1a0-8a91ef89b8dc>

Communicating with Schools

The same core principles apply when using technology with our schools, i.e. being mindful not to create work or stress by pressuring school based colleagues to learn/adopt or manage our style of preferred tech.

Let schools lead with what they have. Many schools will be well ahead of the curve with established tools and strategies. Over the coming days we will be trialing different video call mechanisms with schools. Remembering that this predominantly supports face to face group activity, the facility may provide a tool through which advisers could for example virtually join SLT meetings providing a valued link to the authority from a friendly respected face. Again this could provide a really valuable anchor point for headteachers if they know this is in their diary

We will try to be flexible with schools. For example, many schools have Facebook pages that will facilitate group chat / broadcasts etc. There are existing local authority channels that may be used in this area, for example the DIGITECH network already uses Facebook Live for networking with schools and providing training/inputs to large audiences and may be worth exploring.

Many schools will be using the Internet to channel its home learning provision over the coming weeks. We will try to avoid endorsing specific commercial products whilst encouraging schools to manage provision for those pupils who don't have home tech, there are a number of simple surveys available that can help to establish the scale of this issue.

We hope you have found the guidance useful:

If you have any suggestions for further guidance please email:

Technology and IT: James.wright@lancashire.gov.uk

Well-being: Debbie.boughen@lancashire.gov.uk

Well-being: Ruth.ross@lancashire.gov.uk

Reading and Research: Sarah.watson2@lancashire.gov.uk

Reading and Research: Marie.bamber@lancashire.gov.uk