



Wellbeing during the Coronavirus pandemic

Distractions

- If you find yourself distracted at home do not be too harsh on yourself – this can happen when in Chambers also;
- A particular problem when you are at home all day is that the tasks you can forget about by going to Chambers or Court will remain in your view and can create a distraction from work, give rise to resentment or frustration;
- Create a task list. Microsoft have a good program called Task List – which also allows you to link flagged emails in your inbox, to have separate lists i.e. work and personal, and to move tasks from a list onto a daily list;
- Create short, medium and long-term task lists, being realistic as to what you can or need to achieve;
- Try each day to identify one small activity or task that you can complete that will enable you to feel you are making progress, acknowledging that each small step will take you towards a bigger goal;
- If you have tasks within the household that are causing a significant distraction to your work commitments, make a time to complete that task. Such as the file of papers that you keep moving around the house- identify a day when you are going to sit down and the first task you do that day is sorting and organising those papers. This also helps with motivation and the sense of achievement (above);
- Take such steps as necessary to improve your working or home environment as this will make working from home easier. For example, the lawn is overgrown so you can't make use of the garden – on a nice day, take a break one lunchtime and get it done. That way you or your household can enjoy the garden – which is so much more important at this time. Organise your bookshelf, sort your wardrobe, tidy drawers or cupboards you need to access regularly;
- You do not need to be as rigid between work and non-work time, especially if the distraction that you are not addressing is detrimental to your work environment. Work with the weather, your motivation or productivity levels at any given time. This helps reduce resentment and frustration;
- If the sun is shining, have a coffee break in the garden, just decide in advance for how long you will have that break before going back to work. Or get the washing on, so it can dry outside. Set an alarm if that will help maintain discipline;

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- There will be tasks that need to be done to keep a happy household – make a long list of all the daily, weekly and monthly tasks and sit down as a household and agree who is going to undertake those tasks and when.