

Template for Personalised Home Working Management Plan

Below is a template for discussion with your manager. During a supervision session think about the questions below and how they relate to you. The aim is to try and create your own home working management plan that will help you stay psychologically healthy. You can either write your plan in the boxes below or a document of your own choosing.

Physical space How will you maintain a boundary between your “work” and “personal” zones?
Transitions What activities will replace your commute? What will you do to mark starting and finishing work?
Schedule What changes do you need to make in your schedule for home working? How will you structure your days?
Breaks How will you remind/prompt yourself to take breaks?
Team connection What can you and your team do to improve team connection and collaboration?
Switching off What activities might help you switch off from work, particularly if you are managing high levels of client distress?
Monitoring your psychological health How will you know if you are struggling? What might you and others notice? When might it be a good idea to take a break from client work?
Social Connections What are your plans to stay connected to your friends, family and community?
Physical Activity What physical activity will you do and when?
Sleep What actions will you take to get enough quality sleep?
Time for yourself How will you make sure you create some time when you can do something you might enjoy?
Holidays When do you plan to take time away from work?
Managing distress Who or what might help when you are feeling distressed?