

Day 2 workspace

- Setup a defined workspace. if you don't have an office use the kitchen table but put everything away or close the door when you finish work. Switch off email and phones in the evening.
- Be flexible - especially if you have children. They may not understand that you have to work!
- If it works for you see if you can change your working hours or talk to your boss about working differently.
- Be supportive to yourself, ask:
What can I do to support myself today?

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