

# TEAM HEALTH CHECKLIST

Here's a simple checklist to help you and your team stay positive during isolation and the transition back to work.



**Set up a routine and structure for your workday**

If you're working from home, set a routine as if you are going into the office. Start and finish at your regular times, with breaks scheduled in. Creating cues, such as getting changed into your work clothes at the start of the day, and out at the end, can help with this.

**Have a buddy**

Have coffee breaks with your team mates just to say hi and check how they are going.

**Get outside at least once a day**

Try to get outside at least once a day to recharge. Go for a walk around the block and get some fresh air.

**Have fun!**

Take the pressure off always communicating about work. Schedule a group social event such as trivia or Friday bevies to keep morale high, or organise a team lunch once a week.

**Give back**

Make a habit of thanking all your teammates for their help throughout the day. Thank someone who contributed something positive to your day. Showing gratitude has a two-fold effect, making both people involved feel good.

**Try a digital detox in the evenings**

Have a tech-free zone so you can spend quality time with your family. Stop using electronic devices a few hours before going to bed to help reduce anxiety and get a good night's sleep.

