

# Office based work

## The Feathered Paths Action Plan

Working in an office environment can give us human connection and focus that is vitality important.

But let's be honest, commuting, meetings and noise around us can also be exhausting.

So if you find yourself coming home with the feeling that you have had your butt well and truly kicked by the office today - try this action plan to get the benefit back from working in an office.

### **Review your morning routine**

- Wear something that makes you feel great when you walk into work. If you're able to, update your work wardrobe with something new that you feel and look confident in.
- Add mental or physical activity to your morning, do a quick work out, meditate or even just load the dishwasher.
- Do something in the morning that benefits you, not for work, not for others, just for you.
- On sunny days, eat your breakfast outside- this can be an absolute game changer to your day.
- Mix up your routine. Take a different route to work, walk or cycle instead of driving or make yourself a really special breakfast once a week as a treat.

## **Work Habits**

- Do your most challenging or beneficial tasks first.
- Don't open your inbox until 9.30 - use the first half hour of your day for your biggest priority before your inbox is filled with everyone else's priorities.
- Leave the easier tasks to later in the day when your brain is beginning to tire.
- If you use Teams - change your settings so that you show as 'Do not disturb' anytime you are in a meeting.
- Try email batching - check your emails 3 to 4 times a day and action any new emails straight away. Checking back and forth numerous times a day wastes time. An email rarely needs actioning in under an hour. If it does, that person should have called you instead.

## **Ways to take a break**

- Always take a lunch break - block it out every day in your diary.
- Do something physical in your lunch break, even if it's just a walk to the shop for a sarnie.
- Instead of emailing your colleague, walk to their desk and chat or phone them.
- If your mind wanders - get up from your desk, move around, stretch, take a tea break.
- When your mind is tired, find an excuse to have a meeting with a trusted colleague. Have a quick chat about whatever it is in a meeting room but then just stay in the meeting room for a few more minutes to catch up and have a natter. Relationship building and friendships at work are truly beneficial.
- Have a moving meeting - Discuss with a colleague while both stretching your legs on a walk. You are still working but the movement will give your body a break from the desk.

## Health and energy

- Keep healthy snacks at your desk - fruit, nuts, anything containing high energy and goodness.
- Fill a water bottle each day and keep it on your desk to stay hydrated. Add ice cubes, a lemon slice or some squash if you struggle to drink water.
- Get outside as much and as often as you can. If there is even the slightest ray of sunshine at lunchtime, get out there and enjoy it.
- When it's a hot day, get outside before you start work - walk the dog, eat breakfast on the patio or do yoga in the garden.
- If you're able to, leave the office on your lunch break. Meet a friend for lunch, grab a coffee, take a walk or nip to the shop.
- Find a place you enjoy going to often with no particular responsibilities when you're there. Go here regularly after work. Somewhere like a coffee shop or your best friend's house where you can unwind.
- Find reasons to move and leave your desk at regular intervals. Even a trip to the loo or a quick chat over at a colleagues desk counts as a quick leg stretch and mini screen break.

## Planning and Organisation

- Add planning time to your diary at the end of the week. Use that time to fill your diary for the next week. Write down your project and work priorities, block out the time for completing them next week in your diary.
- Plan your evenings and add them to your diary - cooking dinner, taking a bath, going to an exercise class. Whatever you're doing after work - plan it in so you leave in time to do it.
- Keep an eye on how much time you spend on emails. Try a day of using different communication methods as much as you can. See if it gets the work done more quickly.
- Use your time commuting to the office to benefit you. Dance to the radio, listen to a podcast or try a mind calming technique like counting how many houses or trees there are on your journey.

## Confidence and Stress busters

- Power pose stretch when you're anxious or stressed. Just stand up, put your hands on your hips, stretch your legs, puff your chest out and breathe. To everyone else you are just stretching but you are also refilling your body with confident energy.
- Before every meeting, write down something you can share/add value with. Try to say it within the first 5 minutes of the meeting.
- Make time to find out what people are interested in outside of the office, hobbies, family etc. People are more likely to help you when you show you care about them as a person and not just as a colleague.
- Give yourself credit for everything you do and in your mind celebrate every little achievement in your day.

## Stay Connected

- Add 'check-in' times to your diary. Use this time to make a call or walk over to a colleague's desk and check in with them.
- Plan a morning or a day for working without sending emails. Try to tackle as many things as you can on the phone, instead of email.
- Embrace small talk in meetings and on calls and allow others to do the same.
- Try to separate out 'connecting' and 'concentrating' time in your diary. If you block out your diary for projects you need to concentrate on in the afternoon then you will only be available for meetings in the morning. Then when you need to either connect or concentrate, your full focus will be on it.

### Resources;

[Feel More Confident at Work With These 9 Tips](#)

<https://www.indeed.com/career-advice/career-development/how-to-enjoy-work>

[10 Simple Ways To Become More Productive at Work | Indeed.com](#)

<https://www.mindtools.com/aorge4z/building-good-work-relationships>



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