Look after your wellbeing with Westcon-Comstor’s Work-Life Balance Bingo!

1. Match your office routine as closely as possible
2. Get dressed
3. Start and finish work at the same time as in the office
4. Use the commute time for self-care
5. Set yourself up for the day: yoga, meditate or write a journal

6. Exercise, cook or read to unwind at the end of the day
7. Schedule regular breaks
8. Get some fresh air or do something creative
9. Have a virtual coffee break with a colleague
10. Change your environment and step away from your laptop

11. Take a proper lunch break
12. Don’t get distracted by using more than one device
13. Schedule blocks in your diary to complete particular tasks
14. Don’t be disrupted by email or instant messages
15. Eat virtual lunch with your team

16. Use productivity tools to help you focus and plan your day
17. Build thinking and prep time into your day
18. Try to keep meetings to 45 minutes instead of an hour
19. For meetings, only invite people you really need
20. Shorten emails and reply in under 5 sentences

21. Handle emails just once – open, respond, delete or forward
22. A quick phone call could be better than a long email chain
23. Do you need a video meeting when an email would work?
24. Don’t always expect an instant reply to messages on IM
25. Review what you’ve done today and pat yourself on the back!

Challenge yourself to tick off one horizontal or vertical line a day!