

Look after your wellbeing with Westcon-Comstor's

WORK-LIFE balance Bingo!

Westcon  Comstor

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

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 diary	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!