

*To be the UK's most trusted energy supplier
– we deliver what we promise*

TGP HOMEWORKING ESSENTIALS

CONTEXTUAL

Create the best possible
homeworking environment you can



Comfortable set-up.
Minimise distractions.

PHYSICAL

Manage your energy



Hydration. Nutrition.
Sleep. Movement. Breaks.

EMOTIONAL

Maintain your support network



Especially Manager & Colleagues.
Increase frequency of communication.

TACTICAL

Agree your performance game-plan
with your manager & provide updates



Objectives. Updates & Feedback

TECHNICAL

Know how to utilise your IT tools



IT ready. Utilise productivity and
communication apps.

MENTAL

Take care of your thinking &
mental wellbeing



Self care. Stress management.
Focus on your Circle on influence.

CONTEXTUAL

Create the best homeworking environment you can



Comfortable set-up.
Minimise distractions.

Comfortable set-up

- Workstation assessment.
- Home set-up in line with TGP health & safety advice

Minimise distractions

- If you have other members of the family at home too, enlist their support to minimise disruptions as much as possible

PHYSICAL

Manage your energy



Hydration. Nutrition.
Sleep. Movement. Breaks.

Hydration & Nutrition

- Depends on the individual, but experts recommend about 6-8 8oz glasses of water a day, and we know it's a good idea to include veggies, fruits and fibre in our diet

Sleep

- Get the amount of sleep your body needs, 7-9 hours is a good guide

Movement & Breaks

- Same as when you're in the office, important to take regular breaks and move, perhaps go outside and get some fresh air and vitamin D!

EMOTIONAL

Maintain your support network



Especially Manager & Colleagues.
Increase frequency of communication.

Especially manager & colleagues

- Know how you will keep in contact and how often

Increase frequency of communication

- Frequency probably wants to go up when you're working from home rather than less

TACTICAL

Agree your performance game-plan with your manager & provide updates



Objectives. Updates & Feedback

Objectives

- Define what do you want to achieve each day
- Develop rituals and have a disciplined way of managing the day. Schedule a start and an end time.
- Agree what success looks like now that things have changed

Updates & feedback

- Agree how and how often you will provide updates on progress
- Know how you will use your IT options to stay connected

TECHNICAL

Know how to utilise your IT tools



IT ready. Utilise productivity and communication apps.

IT ready, utilise productivity and communication apps

- Have you got the knowledge and skills to use the tools you need
- Can you get some quick up-skilling?

MENTAL

Take care of your thinking & mental wellbeing



Self care. Stress management.
Focus on your Circle on influence.

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Self Care & Stress Management

- Keep the connection with others, check-in, give and receive support
- Establish an effective WFH routine
- Take care of mindset, be curious about how good you can be working in a different way

Focus on your Circle of Influence

- Focus on the things that you can influence like your sleep, exercise, nutrition, and stress management, rather than worry about things you have no control over