

## SIX ESSENTIAL TIPS FOR GOING BACK TO THE OFFICE

### Going back to the office?

Here are six tips to help you adjust to your new working-at-the-office schedule.



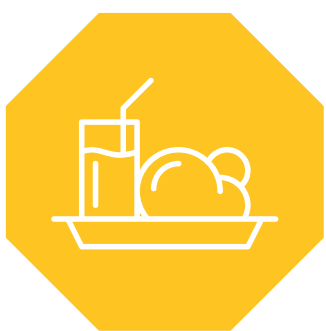
#### Adjust your sleep cycle

If you're still set in your ways of staying up late or sleeping in longer than you did pre-pandemic, waking up earlier to get to the office may take some getting used to. Adapt your sleep cycle to match the time you'll need to get up on office days.



#### Set a new routine

Determine what time you need to get up and if you require support for your family at home. Give yourself enough time to prepare meals, choose an outfit from your work wardrobe, get through traffic, and settle in at the office.



#### Consider your food situation

Your fave meal and the cafeteria you used to order from may be a thing of the past. Think about what to take for lunch and for when those late afternoon cravings kick in. Consider meal planning and cooking ahead – imagine prepping for a dinner after a long day at the office... sounds exhausting, right?



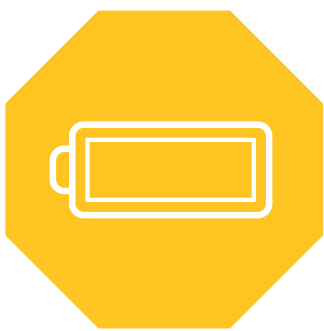
#### Remember the essentials

Phone. Check. Wallet. Check. Mask. Check. Spectacles. Check. Laptop. Check. Get used to going through your personal checklist again, so you can be sure you have what you need to get through your day and that you don't leave anything behind.



#### Be compassionate

It's important to acknowledge the journey you've walked over the past two years and a bit. Exercise compassion and empathy with yourself, your co-workers, and whoever you connect with during your day. Consider the things that have changed and choose what you want to continue doing, like checking in with your co-worker daily.



#### Be cognisant of your time and energy

Accept that you're probably going to be time-pressed in your new routine and that you won't be able to be everywhere or do everything simultaneously. Think about how you are going to channel your time and energy into tasks, projects and people that you want to be more connected with.

Ensure that you're good to go. If you need any assistance with preparing to go back to the office, reach out to your assistant.

CHAT NOW

[WWW.YELLFORYELLOW.CO.ZA](http://WWW.YELLFORYELLOW.CO.ZA)

[info@yellforyellow.co.za](mailto:info@yellforyellow.co.za) | 0861 726 826