

HBSSPAN Health and Wellbeing



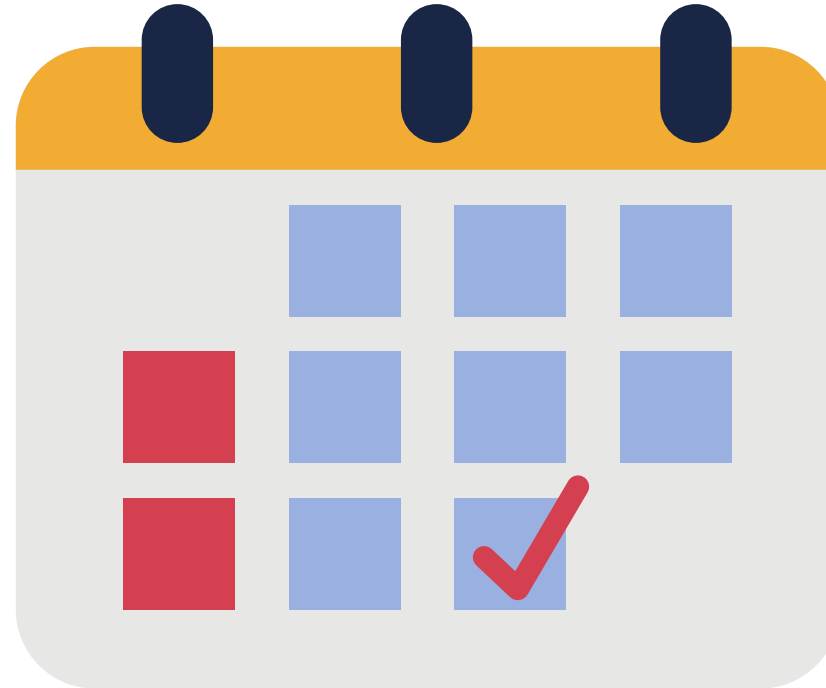
Newsletter March 2021



Staff/parents Wellbeing - The Importance of a routine

As this lockdown comes to an end and things start to change again, it is important we keep a routine during stressful times. You may be moving back to work or starting old hobbies again as well as keeping up new hobbies and starting to meet up with friends again. Change can be a stressful time and creating a routine can certainly help manage this stress, keep you organised and help you stay in control.

Change can be both positive or negative, but both can have an effect on your mental health, it is important to know this and know ways to control the situation.



Creating a routine that's right for you

Benefits of having a routine - Routines have been proved to help people manage their stress and anxiety. They can lower stress levels, help you form good habits, take better care of your self and help you feel more productive and focused.

What should I focus on? - You should always focus on behaviours that are in your control. This can also make you feel in more control of what's going on around you which, as a result, will lower stress levels. A routine should add structure and predictability to your day. Even if you have a changing schedule, planning a basic routine around the changes can still massively help your wellbeing. Planning when you will do activities such as, when you wake up, eat, work, do activities, sleep etc. will make you feel more organised and take stress out of your day.

Adding structure to your day makes sure you complete basic everyday tasks. This leaves you with time to make sure you complete important tasks which might change daily. If a stressful task comes up to complete, you can use your routine to find time to complete the task and avoid a stressful situation.

Make sure your routine supports your health - Creating a routine is a great way to stay in control of your health both physically and mentally. You can add daily exercise, healthy meals, meditation, and rest into your routine. It may also help you to set goals to work towards. It is also important to include activities you enjoy.

Find what works for you - Some people may find it easier to create a tick box list and some people might find it easier to have a daily detailed schedule using times. There is no right or wrong way to plan a routine as long as it works for you. The type of routine you create might also depend on your day. A home working day may need to be more time specific than if you were in the office or on a day off.

Things that have a higher priority or that you don't want to do might need more specific scheduling to make sure they are completed compared to hobbies or eating which you are more likely to complete without time guidance. This can help reduce procrastination.

Be patient - It may take time to find the right routine that works for you and to stick to it. It is similar to creating a new habit. Try and match tasks to how you feel during certain times in the day. For example, if you feel more productive after lunch you may put important tasks after lunch. If you feel lethargic early in the morning, what can you include to get you motivated? Remember these routines are there to help you, not add stress. If you don't follow your routine exactly, don't worry and if you just want to ditch it for the day and be lazy, that's fine too. It's all about what works best for you and your wellbeing.

<https://www.verywellmind.com/>

Below are some more tips on creating and completing your routine

[click on this link for more guidance on creating your routine](#)



TIPS TO IMPROVE YOUR ROUTINE



1

Complete necessary tasks first

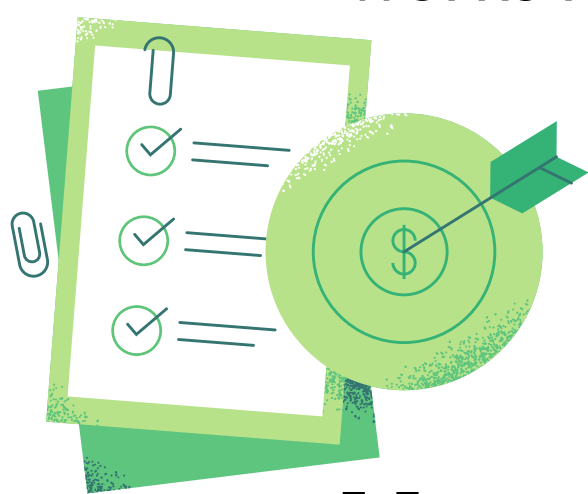
Completing your necessary tasks first helps you find time for healthy behaviours and completing activities you enjoy.



3

Use what works for you

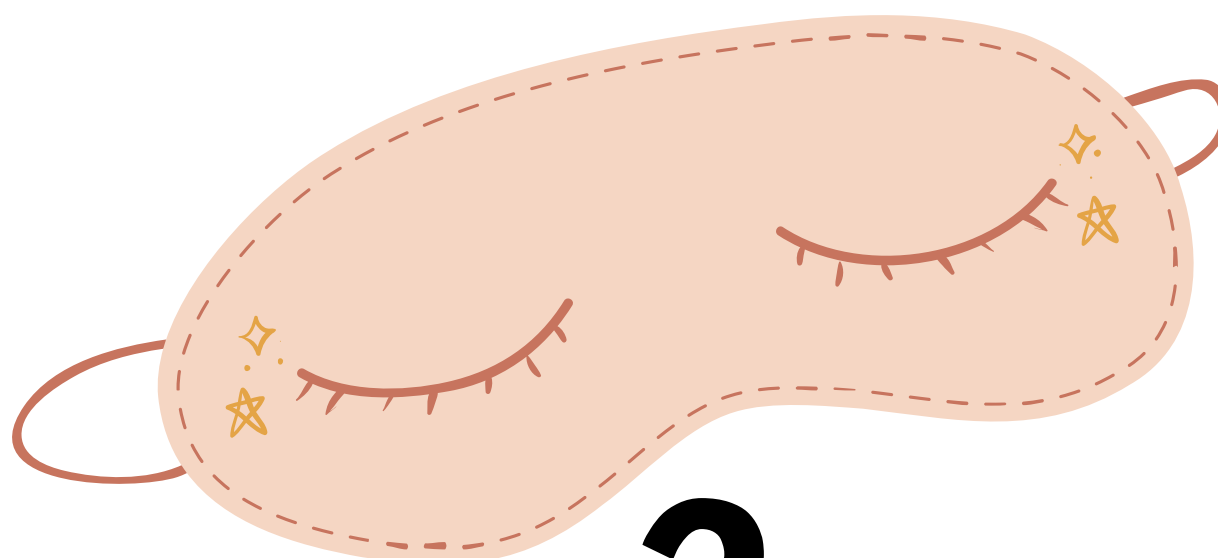
There is no right or wrong way to create a routine. Use the way that works for you and improves your wellbeing.



5

Use goal setting

It is good to create a goal and include steps to achieving this goal in your routine. For example, your goal may be to do 150 minutes of exercise per week. For help with goal setting please follow the [link](#)



2

Add sleep into your routine

It is important to get a good and consistent night's sleep. This will improve your mood and help you to control emotions. Having a good night of sleep can improve your stress and anxiety levels.



4

Include good habits

Make sure you include good habits in your routine. These could be old or new habits. Try and leave out any bad habits you want to get out of.

TALK TO SOMEONE

If you are struggling with creating your routine, ask for help, just like you would if you were concerned about your wellbeing. This may be a colleague, friends or a family member. If planned well a routine can be really help improve your wellbeing