



Working Well in a Hybrid Environment



Understanding Hybrid Working

Hybrid working offers many benefits, including increased flexibility, reduced commuting time and greater autonomy over how we work. For many people, it can improve work-life balance and help create more flexibility around personal commitments.

At the same time, hybrid working can present challenges. Without clear boundaries, work can begin to spill into other areas of life, making it harder to switch off, maintain routines and stay connected with colleagues.

Common Benefits

- Reduced commuting time
- Greater flexibility
- More control over your working environment
- Easier management of personal responsibilities
- Fewer workplace distractions

Common Challenges

- Feeling isolated
- Reduced social connection
- Difficulty switching off
- Blurred boundaries between work and home
- Longer working hours
- Increased screen time

Hybrid working often works best when flexibility is balanced with routine, connection and clear boundaries.





Recognising Signs of Overload and Imbalance

Signs of Overload

- Poor concentration
- Irritability
- Increased worry
- Feeling overwhelmed
- Poor sleep
- Reduced motivation
- Becoming more negative or cynical

Signs of Imbalance

- Frequently working beyond planned hours
- Taking work into personal time
- Skipping breaks
- Feeling unable to switch off
- Reduced social contact
- Neglecting hobbies or self-care
- Working through illness or fatigue

Remember:

One busy week is rarely a problem.

It's the patterns that develop over time that are important to notice.

Creating Healthy Boundaries

One of the biggest challenges of hybrid working is knowing when work starts and when it finishes.

Time Boundaries

Consider:

- Starting and finishing work at consistent times
 - Taking lunch and screen breaks
 - Avoiding "just one more email"
 - Using annual leave effectively
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Availability Boundaries

Consider:

- Managing notifications
 - Being realistic about response times
 - Using out-of-office messages where appropriate
 - Communicating availability clearly
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Home Boundaries

Consider:

- Sharing your working schedule with others at home
- Creating separation between work and personal life
- Protecting time for family, friends and interests

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Remember:

Boundaries are not
about doing less work.
They are about
creating sustainable
ways of working.

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Practical Strategies for Hybrid Working

Maintain a Routine

Small routines help provide structure and consistency.

Try to:

- Wake up at a similar time each day
- Maintain regular meal times
- Get dressed for work
- Create a clear start and end to the working day

Stay Connected

When working remotely, social contact often becomes more intentional.

Make time to:

- Check in with colleagues
- Attend team meetings
- Use breaks to connect with others
- Maintain friendships and support networks outside work

Create a Dedicated Workspace

Where possible:

- Work from a designated area
- Reduce distractions
- Ensure your workspace is comfortable
- Keep work materials separate from personal spaces

Remember:

Your environment can influence focus, productivity and wellbeing.

Making Positive Changes Stick

Knowing what helps is only part of the process. The challenge is putting it into practice consistently.

Start Small

Focus on making one or two practical changes rather than trying to change everything at once.

Examples:

- Taking a proper lunch break
 - Going for a walk before work
 - Finishing on time twice per week
 - Scheduling regular catch-ups with colleagues
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Follow the Plan, Not the Mood

Some days motivation will be high. Other days it won't.

Building sustainable routines often means following healthy habits consistently, even when motivation fluctuates.

Review Regularly

Ask yourself:

- What's working well?
- What's becoming difficult?
- What small adjustment could help?

**Small changes
maintained consistently
often have the greatest
impact.**



Personal Action Plan

What aspect of hybrid working do I find most challenging?

What signs tell me my work-life balance may be slipping?

Which boundary would make the biggest difference?

What is one practical change I could make this week?

One thing I will do differently after reading this guide:

Useful Resources

NHS Every Mind Matters

Practical wellbeing advice for managing stress, work pressures and maintaining balance.

 www.nhs.uk/every-mind-matters

Mind

Advice and resources on remote and hybrid working, workplace wellbeing and mental health.

 www.mind.org.uk

BBC Worklife: Hello Hybrid

Articles and insights exploring modern hybrid working practices.

 www.bbc.co.uk/worklife/hello-hybrid

NHS Working From Home Advice

Practical tips for maintaining wellbeing while working remotely.

 www.nhs.uk/every-mind-matters/mental-wellbeing-tips/simple-tips-to-tackle-working-from-home/

Need Additional Support?

- Speak to your manager
- Contact HR or Occupational Health
- Access Focus Connect
- Contact your GP
- Self-refer to NHS Talking Therapies

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Remember:

Hybrid working can provide flexibility and freedom, but it also requires intentional routines, clear boundaries and regular self-reflection. Small, consistent changes are often more effective than major overhauls.

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