

Parliamentary Digital Service

It's ok to...

Background

In 2016 a team at GDS came up with a list of what [it's ok to do](#) at their organisation. Many of us in PDS are now working in a new way, so here is our list for how everyone should feel empowered to balance their wellbeing against the demands of work.

That means it's ok to...

- have a proper lunch break
- work in whatever position feels comfortable to you
- say no to meetings if you need more time or space to get things done
- avoid having back-to-back meetings by ending a meeting 10 minutes early
- walk and talk during meetings instead of sitting at your computer all day
- not have your camera turned on for every meeting
- get some fresh air when you need it
- exercise in the middle of the day
- dress up for meetings
- dress down for meetings
- repeat things that you think are important and need to be heard
- have kids and or pets appear in the middle of a call
- ask someone to repeat what they said because you missed it
- call someone because you want their company or support
- open up about how you're feeling
- try something new
- stop something that isn't working
- take longer than usual for some routine tasks
- take regular breaks throughout the day to get a drink, stretch, or go for a walk
- let people know you need to care for family members and you're not available to talk
- switch your laptop and phone off at the end of the day
- sleep on it

It's ok to think of more ideas later

We know this list might not work for everyone. If you have an idea for something it's ok to do then send it to [the Comms Team](#). We'll compile these crowdsourced suggestions to go alongside the official list.