

Working From Home

Tips for Being Successful

- ✓ Set your home office up as similarly to your work office as possible. If you are using a laptop and have access to an external keyboard, use that instead of the laptop keyboard as you can have better positioning with the monitor and keyboard.
- ✓ Keep your routine as close to the same as possible. If you usually start at 8:00 am, make sure you are up and showered and dressed just as if you were leaving for the office.
- ✓ Make a dedicated workspace. Try to avoid sitting in your favorite comfy chair or at your dining room table. If you sit at your dining room table all day while working, you won't want to enjoy a family meal there in the evening.
- ✓ Don't forget to get out of your seat and move. Remember, at the office you would usually walk to the bathroom, or go get water and maybe visit with a co-worker. These steps all add up, and you don't have those at your house. Take microbreaks that require you to move your feet as well as your hands and eyes.
- ✓ If you usually take lunch at noon, take your lunch. Sit somewhere different and rest your brain.
- ✓ When the workday is over, walk away from your work. It's easy to get sucked into finishing a project, but it also pulls away from your home life and can cause burnout faster.
- ✓ Don't forget to socialize with someone from work via phone call, text or email. You need to keep those connections and remembering that you are not alone in the world is good for your mental health.
- ✓ Don't allow the TV to run in the background. Yes, it's nice sometimes to have background noise, but not only is it distracting, it can also cause you to get less restful sleep. Studies have found that people who are exposed to noise all day have difficulty sleeping.
- ✓ Self care is important! Now more than ever taking care of yourself is essential. Healthy eating, exercise and fresh air are crucial. Try meditation, stretching, yoga or taking a walk outside. And remember to get plenty of sleep.

