

Quick Tips



Start your day early!



Host virtual social parties!



Take your breaks!



Take advantage of the stand up challenge!



Pass on your daily routines to others!



Close the laptop when the day is over!

Work From Home Tips:

1. **Start your day early!**
2. **Create a morning routine. A routine can be more powerful than a clock at helping you get started each day.**
3. **Set up work hours and stick to them.**
 - ▶ Structure your day like you would in the office.
4. **Create a home office.**
 - ▶ Set up multiple workstations in your home, if possible, for a change of scenery throughout your work day.
 - ▶ Sit in a well lit room, if possible next to a window for extra sunlight.
5. **Set ground rules with the people in your space.**
6. **Don't hesitate to ask for what you need.**
7. **Listen to music and share your high-energy playlists with other staff.**
8. **Create a stand up challenge with your team and try to stand for at least five minutes each hour.**
9. **Phone calls are great, video is better.**
 - ▶ In an office environment you collaborate in a face to face environment, try to recreate the same atmosphere through video chat.
10. **Be active in chats and be sure to participate in problem-solving and morale boosting.**
11. **Relieve stress by stretching and meditating**
 - ▶ Meditation can reduce stress, relieve anxiety, boost memory and so much more.
12. **Ensure you take proper breaks. Get away from devices!**
13. **Get outside for fresh air or go on a walk.**
 - ▶ Even a five-minute walk has shown to improve health and lower stress.
14. **Use what would normally be your daily commute time for things you otherwise enjoy like taking your dog for an extra long walk, cooking or even a virtual yoga class.**
15. **BE PATIENT as we will all no doubt be presented with challenges.**
16. **Over communicate. Tell everyone who needs to know about your schedule and availability, or when you finish a project/ important task, say so.**
17. **Set goals for the day and work hard to achieve them.**
18. **STAY POSITIVE!**