



Wellness Tips for Remote Workers

- Exercise – run, bike, walk, yoga, pilates, meditation, jumping jacks, get outside for fresh air
- Schedule breaks for yourself so you don't forget to take them
- Drink lots of water and eat healthy
- Ensure your office space is set up ergonomically correct including a good fitting chair
- Dedicate a spot for your home office and personalize it (pictures or items that make you smile)
- Keep communication going with your co-workers use both email and video chats. Ongoing communication is the most important part of effective remote teamwork. Working online can be isolating without regular contact with supervisors and colleagues. By creating the expectation an entire team will communicate regularly with one another and will discuss progress on their projects so members will feel connected regardless of where they are located.
- Move the water cooler online. Take virtual coffee breaks or lunch with your co-workers
- Define your workspace. Employees who are experienced in working remotely will tell you it is often difficult to stay focused at home. Create a to-do list each day and a to-don't list, we are creatures of habit and most of us are used to our normal home routines. Establishing a workspace, even if it is your kitchen table, gives your brain a cue that it is time for work. Wearing work attire, you may wear to the office even if it is your "casual Friday" attire may cue the brain.
- Home can mean pets, children or a favorite hobby are only a few feet away. Depending on your living arrangement, you may need to hang a "do not disturb" sign so your family members don't interrupt you. Pets often need a closed door to keep them away and you might need headphones to block the noise.
- Support each other, give recognition for each other's efforts, help out where needed and ask for help with you need it