

Tip #1: Set up a Designated Workspace



- **Keep work in the workplace** - so that when it's time to be 'not working', you can leave your workplace behind
- **Identify your ideal space** - preferably a designated room with a door and access to natural light
- **Pay attention to ergonomics** - it's not good to sit for long periods of time, see this [Workstation Set Up Guide](#) and [Office Ergonomic Tips](#)
- **Reduce distractions** - use headphones for music or try a free app like [Soft Murmur](#). Communicate your need for focused time with others you live with.

Tip #2: Follow a Daily Schedule



- **Identify a consistent start time, break time, lunch, and end time**
- **Create daily goals**
- **Continue to use your office calendar** - schedule work activities and meetings
- **Plan your breaks** - get some fresh air, play with kids, fold laundry – whatever helps you feel like you've had an actual break from both work and technology

Tip #3: Stay Connected with Colleagues



- **Communicate with your colleagues regularly** - a brief, daily check-in meeting may be helpful. Consider a short phone call instead of an email.
- **Use [Zoom](#) or [Microsoft Teams](#)** for video conferencing and information sharing.

Tip #4: Maximize your Productivity in Virtual Meetings



- **'Arrive' early to the call** - ensure your camera and audio are working, close other applications
- **Reduce background noise** - give a heads up to people in your household that you're going to be in a meeting
- **Dress appropriately** - you may wish to dress casual for some meetings and work attire for others
- **Have a professional 'backdrop' for formal video meetings** (e.g. plain background)
- **Have a meeting agenda, identify action items, and who will follow-up by when**

Tip #5: Take Care of Yourself Every Single Day



- **Move your body and exercise** – there are many resources on-line such as [Fitness Blender](#), [Yoga with Adriene](#), [Living Well @ Western](#)
- **Drink lots of water and maintain a healthy diet** - consider “packing your lunch” to avoid unhealthy snacking!
- **Find something fun to do every day**
- **Explore Health and Wellbeing resources** available through [Western's Employee and Family Assistance Program](#). These are proactive resources that you can review right now.

References Used

- LinkedIn Learning: [Time Management Working from Home](#)
 - LinkedIn Learning: [Working Remotely](#)
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