

WORKING FROM HOME TIP SHEET

After Work Hours

- End Your Work Day
 - Create a habit that signals the end of your work day
 - Log off and disconnect from work aspects
- Host a Virtual Happy Hour
 - Invite friends or colleagues to a video chat happy hour
 - Share your favorite books, music, or at home activities
- Consider New and Old Activities
 - Read a new book, cook new recipes or learn new hobbies
 - Finish incomplete projects or perfect desired skills
 - Watch a social media, TED Talks, Podcast etc....(try using a non-work related device)
- Stay Active
 - 30 minutes to 1 hour a day recommended
 - Take a walk to boost creativity
 - Start a stretching routine to increase your flexibility from sitting all day
- Disconnect from News/Social Media to Give Your Mind a Break
 - Watch a good movie, start a new series or play a game.
 - Do not get too engulfed in the “negative news”
- Physical Distancing vs Social Distancing
 - Cannot physically gather with loved ones, but the social aspect should not stop
 - Reach out and connect to family, friends and others you haven’t spoken to recently
 - Check-in with loved ones to remain socially engaged
- Step Outside (whenever possible)
 - Step out on your patio or backyard
 - Get some fresh air or go for a walk/run
 - Open windows to let in sunlight and fresh air in
 - Go for a bike ride or a walk
 - Go for a drive
- Don’t Be Too Hard on Yourself
 - Your mental health is just as important as your physical health
 - Understand it’s okay to feel stressful and anxious during these uncertain times
 - Seek help if you are feeling overwhelmed (considering contacting EAP)
 - Consult a friend, family member, trusted peer or professional for assistance
- Uncharted Territory for All
 - Be considerate – not everyone may be dealing with these conditions as good as you
 - Be empathetic should others reach out to you to talk or vent
 - Assume positive intent

Remember – if you are sick or feeling ill, be sure to rest!
Be Safe and Stay Healthy!

**This WFH Tip Sheet is an optional resources provided by CIGNA our EAP partner. This resource is not associated with PSEB policy. Visit the PSEB Collective for additional resources.*



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