

# WORKING FROM HOME TIPS SHEET

## During Work Hours

- Establish a Morning Routine before Jumping into your Work
  - Take a shower. Change clothes. Grab some coffee. Eat breakfast. Do a light workout.
- Create a Dedicated Work Space in your House/Apartment
  - Avoid working in your bedroom to create separation between work and non-work
  - Consider setting up ergonomic work tools (keyboard, mouse, work station, chair/back support, etc.)
  - If ergonomic options are not possible, plan to take frequent 1-2 minute breaks to stand up, stretch, move your body before continuing to work
- Maintain Regular Work Hours
  - Set a schedule and stick to it
  - Be available during regular scheduled hours for calls, emails, etc.
  - If needing to start earlier/work later, adjust schedule same or next day to make up for it
- Establish Rules & Manage Distractions
  - Be clear when you can and can't be bothered. Create a daily schedule. Post for others to see.
  - Play relaxing background music. Keep TV/music volume low. Create a to-do list and prioritize items.
  - Avoid watching favorite shows/movies. Keep personal messages/social media to a minimum or on breaks only. Avoid starting home tasks (i.e. laundry, cleaning kitchen, etc.) that take longer time to finish.
  - Consider taking important calls/meetings in an isolated room/outdoors to avoid interference.
- Schedule and Take Breaks
  - Step away from your workspace to relax, have a snack, eat a meal, etc.
  - Take breaks in their entirety – don't cut them short!
- Step Outside as Permitted
  - Get some fresh air. Stretch your legs. Take a quick walk (*be mindful of health safety/social distancing*).
  - Consider working outdoors one or two days a week if able to do so
- Socialize (productively) and Stay Connected with Peers
  - Utilize Skype, Zoom, video conferences, social channels to have "regular" day-to-day conversations
  - Share ideas. Talk about books/movies/shows. Set up video chats during lunch breaks.
- (Over) Communicate!
  - Reach out to supervisors/peers for support and assistance when needed
  - Do not be fearful to ask questions during these times
  - Consider repeating statements or responding with extra detail/information in email to avoid confusion
- Be Positive and Patient
  - Keep a positive mentality. Reinforce and commend one another on work being done.
  - Caution not to overthink or misinterpret messages sent electronically
  - Having a higher sense of patience and understanding will be important during these times
- Create a Habit that Signals the End of Your Work Day
  - Take an evening walk. Turn on a favorite podcast. Do a virtual fitness class/activity.

Remember – if you are sick or feeling ill, be sure 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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