

### PRETEND LIKE YOU ARE GOING INTO THE OFFICE



Set your alarm



Get your morning drink



Dress for success

### CREATE A WORK ENVIRONMENT



Set up a working space separate from the couch



Dedicate a specific room without too many distractions in your home for work



Use a monitor instead of small laptop screen

### AVOID SOCIAL DISTRACTIONS TO REDUCE STRESS



Disengage from social media



Keep the TV off to reduce noise



Set time aside for house chores

# Remote-working tips

### KEEP A ROUTINE



Find a creative outlet to unplug from work



Be careful with the impression that working from home establishes more work-life balance



Set an alarm at the end of the day to indicate your normal work day is coming to an end



Knowing the work day is technically over can help you start the process of saving your work

### TAKE BREAKS



Make time for lunch



Eat healthy and drink plenty of water



Take a walk outside and adhere to local guidelines



Try yoga or meditate to relieve stress

### BE VISIBLE



Stay in contact with your team and your manager via Teams and WEBEX



Communicate any non-traditional schedules to your colleagues



Schedule video breaks / lunches to stay connected with your colleagues



Share ideas or ask your team members' opinions

### SET OFFICE-ONLY TIME



Hang a *Do Not Disturb* sign on your door



Ask those around you to respect your space



Download productivity apps to manage time