

# WORKING FROM HOME

## TIPS TO STAY HEALTHY & PRODUCTIVE



### SET UP YOUR WORKSPACE

- If you can, set up a separate workspace in your home (in a study or spare room, but not in your bedroom).
- Follow the proper [guidelines for desk ergonomics](#) to ensure you're comfortable when working.
- Remove or minimise distractions from your workspace (like the TV).



### MAINTAIN A ROUTINE

- Set your alarm and maintain your normal routine as best as possible
- **Take regular breaks!**  
You can use the [Pomodoro Technique](#) to help ensure this happens, while helping you maintain focus on your work.
- Ensure you have a start and finish time for your work-day.



### STAY CONNECTED

- Set up regular meeting times with your colleagues. Use video conferencing services like Zoom or Google Hangouts for face-to-face meetings, or simply pick up the phone!
- Have video "lunch meetings" - a time for more casual conversations
- Do the same with family and friends!



### STAY HEALTHY & ACTIVE

- Set an alarm to remind yourself to get up from your desk every 25-minutes (see **Pomodoro Technique**). Use this time to move around, do some stretches or have a **healthy snack**.
- Stay [hydrated](#)! Dehydration can affect your concentration and productivity, so drink plenty of water throughout the day!

### ADVICE FOR MANAGERS

**Communicate:** Set a time every day for team meetings, and maintain one-on-one conversations with staff.

**Priorities & Workload Structure:** Track and communicate work priorities, and regularly review the to-do list.

**Remind & Encourage** your workers to utilise your EAP, and to speak up if they are feeling stressed or anxious.

CLICK BELOW TO  
LEARN MORE ABOUT THE  
**POMODORO  
TECHNIQUE**



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## STRETCHES TO KEEP YOU MOVING!



### NECK ROLL

- Begin with your chin tucked into your chest
- Inhale and roll your head toward your right shoulder and continue a circular motion toward your left shoulder until your head is back to the starting position
- Repeat 3 times
- Repeat in opposite direction



### SHOULDER SHRUG

- Begin by looking straight ahead
- Slowly raise both shoulders up and let them roll back and then down, returning to the start position



### WRIST

#### Image 1

- Sit or stand with feet flat on the floor
- Extend your right arm in front of your right shoulder with your palm facing up
- Use your left hand to gently pull your fingers towards you
- Hold for 20 seconds

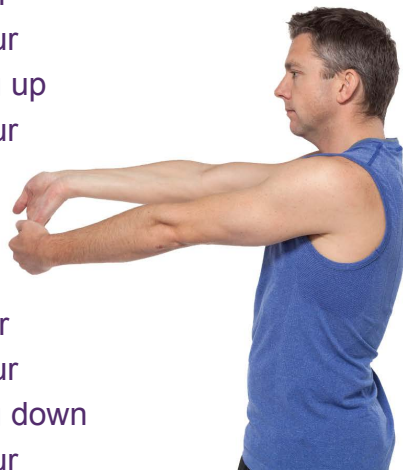


Image 1

#### Image 2

- Sit or stand with feet flat on the floor
- Extend your right arm in front of your right shoulder with your palm facing down
- Use your left hand to gently pull your fingers towards you
- Hold for 20 seconds



Image 2