

# A GUIDE TO STAYING WELL WHEN WORKING FROM HOME

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## GET READY FOR THE DAY

Your morning routine plays a big role in determining your mindset for the day. The simple act of getting ready is a vital part of self-care and can help you transition into work mode.



## KEEP A CONSISTENT SCHEDULE AND INCLUDE BREAKS

Set regular hours and stick to them. For every hour you work, take a 10 minute break. Breaking up the day and moving your body can increase productivity when you return to work.



## DEFINE YOUR WORK SPACE

Have a space dedicated only to working. Don't do it wherever you happen to be. It can help change your state of mind from "I'm at home" to "I'm at work."



## SET WORK/LIFE BOUNDARIES

Schedule your work time and make sure your kids, significant other, or roommates know when you are unavailable so you can focus without being disturbed.



## HAVE A NUTRITIOUS LUNCH AND STAY HYDRATED

Eating healthy lunches is another form of self-care because it gives you the nourishment you need to have consistent energy for the rest of the day. Also, don't forget to keep drinking water throughout the day!

## CUT YOURSELF SOME SLACK

Working from home can be a big transition. You might feel lonely, isolated, stressed, frustrated, or unmotivated. Any transition takes time to get used to, so try to be easy on yourself.



## BE GRATEFUL

Even if you can only focus on one thing a day to be grateful for, that gratitude can help change your mindset and motivate you as you work from home. Remember, we're all in this together.



## FLEX YOUR MINDFULNESS MUSCLE

It is critical to find ways to maintain balance amidst what might feel like chaos. Giving yourself the time to do something restorative like yoga, a guided meditation, coloring, or simply resting, can go a long way.



## KNOW WHEN TO STOP

To be as effective as possible at your job, know when to quit for the day and don't work late into the night. Set defined times when you're going to work, so you can stop and recharge after finishing for the day.



## REACH OUT

If you are feeling increased stress, you are not alone. Talking about your concerns with a friend, a trusted colleague, a family member, or a professional can be helpful, particularly if you create dialogue that is supportive and positive.

