

# 9 TIPS for

## HELPING YOU TRANSITION TO REMOTE WORK



#flattenthecurve #remotework  
#WorkFromHome #COVID19

01



### SET your alarm

Waking at the same time each day preserves your routine, keeping you organized and productive. Setting an alarm can help you sleep better and reduce clock-watching anxiety if you wake in the night.

Do you wake up feeling tired and groggy? Try switching to a melodic alarm instead of a harsh beeping alarm. Scientists in Australia found a link between harsh alarm sounds and feeling tired in the morning.

### CREATE a dedicated workspace

Increase productivity and support a healthy work-life balance by designating a work area. It could be a dining table, guest room, or a den. Avoid locations with distractions like TVs and high traffic. Keep work out of your bedroom to reduce stress and improve sleep - both great things for your immune system!



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### PLAN your workday and week

Organizing your day/week helps minimize distractions, maintain focus, and prioritize work. Try starting with quick, easy tasks (like making your bed) first thing in the morning to gain momentum. Want to SUPERCHARGE your focus? Break up tasks requiring lots of concentration. Set aside a two-hour block of time. Work for 25 minutes, then take a 5 minute break.

### DRESS for success

No, you don't need to wear a three-piece suit - unless you want to - but getting dressed every day helps maintain a routine. Keeping a routine is especially important as you adjust to different ways of working. Studies even show dressing each day increases analytical thinking. No need to overthink it, though. Choose from your comfortable, business-casual favorites, and celebrate Casual Friday everyday.



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### STAY CONNECTED to coworkers

Schedule time each day to connect with your peers. There are many useful messaging or video conferencing apps you can use to maintain contact with your team. Feeling disconnected or isolated from coworkers? Schedule a team video call or virtual support/work session to catch up and share your thoughts!

### ESTABLISH expectations with friends & family

Loved ones may also have a hard time with your transition to remote work. Level-setting expectations, sharing your daily schedule, and limiting how often you look at your phone/social media can help minimize unintentional distractions while friends and loved ones adjust alongside you.



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### CAMP OUT in your backyard

Work outside! Sunlight not only enhances your brain function (helping you tackle complex work) - it can also boost your immune system and improve your mood. Just remember: maintain a physical distance, especially if you choose to work from a public setting.

### STOP at a designated time

Working from home can be extremely helpful and productive. It can also become quite consuming. Make sure you designate a stopping time each day. Set an alarm on your laptop or phone. PRO TIP: You can also set alarms throughout the day as reminders to stretch, meditate, or drink water - all ways to put your brain power and immune system into overdrive.



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### LEARN something new

Your employer may have internal training or courses. Many companies are also hosting webinars or online content to help those of us transitioning to remote work learn new technology, tools, or skills. Many organizations have opened up their learning content for free. Now is the perfect time to explore a new skill or concept you've always wanted to learn! Take advantage of these free resources for some DIY professional development.

