**remote working

Remote Working Tips**

Many of us are adapting to a new working environment in our homes. Here are a few tips to think about as you settle into a remote work setting.

 **Manage Time**

1. Set a regular work schedule and stick to it. Make your coworkers and managers aware of your regular work

hours and what your lunch and break schedule will be. Communicate your schedule to others in your household and post a written daily work schedule.

1. Maintain regular bed time and wake time. Try to stay consistent over time for better quality sleep and improved energy and mood. Encourage others in your household to do the same.
2. Step away from your work station during lunch and break time. Set specific intentions for your break time activities – take a walk outside, stretch, meditate, listen to music, eat a healthy snack, or put your feet up. Set your timer on your phone so you know when to get back to work.
3. Stay focused on the task at hand and be mindful in the moment. Do your best to eliminate distractions that will upset your routine.

**Manage Space**

1. Set up a designated quiet workspace with a comfortable chair and desk or table that is ergonomically sound.
2. Keep paperwork, files and office supplies easily accessible and organized.
3. Ask others in the household to respect your space and privacy. Place a sign on your door or workspace that lets children or other housemates know when you can or cannot be interrupted.

**Take Care of Yourself**

1. If you are sick, take a sick day to rest and avoid the temptation to work.
2. Clean and sanitize your computer, mouse, keyboard regularly.
3. Get outside every day for sunshine and fresh air. Plant your bare feet in the grass.
4. Infuse movement into your work day.
5. Be adaptable and have a flexible attitude with yourself and others.

**Stay Connected**

1. You can’t overcommunicate with your coworkers. Use helpful communication phrases like “Got it”, “I will take care of this,” “Will do” and “I’ll get that to you by Friday” during phone calls, virtual meetings and emails.
2. Keep projects moving forward by scheduling regular ‘check-in’ meetings.
3. Speak up and ask for clarification if a discussion point or assignment is not clear.
4. Reach out to a co-worker you used to see in the hallway or breakroom. Call them or send an email to ask them how they’re doing and brighten their day.
5. Use break time to text or call a personal friend or family member. Share a humorous or uplifting message.

**Resources**

[Working from Home with Kids](https://www.cnn.com/2020/03/16/success/working-from-home-with-kids-coronavirus/index.html)

[Stay Healthy While Working from Home](https://www.cbsnews.com/news/coronavirus-health-tips-working-from-home-stretching-stress-anxiety/)

**Ergonomics at Home (or the Office)**

Check out these suggestions for creating a home workspace where you feel productive and focused and can get your work done. Ergonomics is the study of fitting the workplace to the worker. **Fit your work space to you!**

**PEHP Webinar**

[Your Body at Work](https://events-na11.adobeconnect.com/content/connect/c1/1081983049/en/events/event/private/1082229949/1133791117/event_registration.html?sco-id=2297155550) – Ergonomics: Find out how to fit your workplace to you



**Standing Station?**

* [Convert any Desk to a Standing Desk](https://www.cnet.com/how-to/diy-ways-to-convert-any-desk-into-a-standing-desk/)
* [Complete Guide to DIY Standing Desks](https://www.startstanding.org/standing-desks/the-complete-guide-to-diy-standing-desks/#standing)

**Laptop Only?** Here are some ideas of [how to work best with a laptop](https://protect.iu.edu/environmental-health/occupational-health/ergo-program/office/laptop.html) while still maintaining proper posture and back care.

**Posture!** Most importantly, we need to maintain [proper posture](https://urldefense.proofpoint.com/v2/url?u=https-3A__backintelligence.com_proper-2Dsitting-2Dposture-2Dat-2Da-2Ddesk_&d=DwMFaQ&c=GfBUCB3MgnJ6YRrx-L33qg&r=cCDSUPv26NVCDVHtNxZuCyfYY4a_7YoAX4Iuvc5zg6M&m=W6qY4RfFc840EBfpxc1J6O2GUG0e-_Fq2_SE2RWjzuo&s=MgiN-LwUCMYEf81VOs0OKTctTJ7mzMZVEy3PqAjmRW8&e=). Using good posture can help decrease stress on spine, help prevent muscle fatigue, and keep our bones and joints in proper alignment which reduces the likelihood of pain and injury down the road.

**Check out this graphic** to make sure you are sitting or standing properly and your spacing of equipment is in the best locations, then review this [checklist](https://www.osha.gov/SLTC/etools/computerworkstations/checklist_evaluation.html) to see how your workstation could be improved:

