

WORKING REMOTELY



“Don’t get so busy making a living that you forget to make a life.”

-Dolly Parton

Working remotely can be great for your health, with the lack of a commute allowing for more sleep, less stress arriving on time, and more time in your day to enjoy hobbies. However, it is easy to slip into unhealthy habits when you don’t have a structured routine. It is important to maintain healthy practices when working remotely and to prioritize your mental and physical health. As an employee, working remotely can increase feelings of isolation and disconnectedness. That is why it is so important for employers to take mental and physical well-being into account when communicating with and planning for remote employees.

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| Be Organized & Flexible | If you are a supervisor or manager, try the following to increase connection with your remote employees. | Set Clear Expectations |
| Encourage Socialization | | Communicate Proactively |
| Build In Accountability | | Make Meetings Accessible |
| Trust Your Staff | | Check-In More Often |
| Give Staff Recognition | | Ask For Feedback |

- Take socialization breaks.
- Make time for hobbies and interests outside of work.
- Communicate with colleagues often.
- Detach at the end of the day.

Seek professional help if needed.

Call a loved one or meet for coffee.

Turn off email notifications at the end of the day.

Change out of your pajamas and get ready for the day.



Healthy Tips for WORKING REMOTELY

Set boundaries between work and home life.

Spend time outside every day.

Keep a consistent sleep schedule.

Take breaks often during the day.

Schedule regular check-ins with your manager.

Use your breaks to get up and stretch.

Make a home-to-work commute like enjoying a cup of coffee.

Keep a healthy lifestyle.

Setting Boundaries when Working Remotely

Create a designated workspace.
This space should only be used for work-related activities to set a physical boundary.



Have a clock-out time to avoid burnout.
Set an alarm for the end of the workday to ensure you don’t overwork yourself.

Be “visible” at work.
Communicate with your colleagues often and make sure they know when you are and are not available,

Working from home can help alleviate some of life’s daily stressors, but it also can increase feelings of stress and loneliness. It is important to set boundaries between home and work life to keep a good balance.



If you have roommates, let them know you’re “in the office”.
Minimize distractions by letting those around you know you are working.



Set boundaries on technology.
Put your personal technology on focus mode and try to check it minimally. Also turn off email notifications outside of working hours.

TOGETHER WE CAN *build a better future!*

