

TIP SHEET: STAYING PRODUCTIVE WHILE WORKING FROM HOME

Some studies have shown that individuals who work remotely can feel more productive and less stressed. However, according to the American Psychology Association, prolonged periods of time working from home in isolation can have negative side effects to your mental and physical health such as sleep troubles, depression, mental burnout, poor work quality, inattentiveness and more.

Remote work does take some adjustment. Here are some habits and that can help you take care of your mental health and remain productive while working from home.

HAVE A ROUTINE OR SCHEDULE

Distractions such as family, pets, chores, TV and even scrolling through the internet can easily get in the way of productivity. Having a schedule, however, is a great way to help you avoid those productivity-killing distractions. Creating a sense of 'normalcy' as if you were back in the office allows you to be more focused and structured in your tasks throughout the day.

Be sure to schedule time in your day for breaks that take your eyes away from your computer or mobile screen. Studies have shown that spending excess time looking at analog screens can impact your body's natural sleep and wake cycles.

DESIGNATE AN 'OFFICE' SPACE

Like having a routine, a designated area at home as your office space can help you shift into 'work mode' and back. Finding a location that is going to be quiet and free of distractions. Improve your overall wellbeing by using a wide table or desk and a comfortable chair that supports proper posture and eye/wrist levels for computer work. An extra monitor can help you feel more productive.

An extra step that can provide fresh perspective is to rearrange your office space periodically. Shift your desk, sit on the opposite side of the table, even moving items around in your workspace can help keep you focused and boost your creativity!

MOVE AROUND

An easy-to-overlook part of working from home staying active. Exercising, even for just 20 to 30 minutes a day, can help eliminate stress and anxiety by releasing endorphins into your body that help trigger feelings of positivity and happiness. Being active can also provide you with extra energy throughout your workday. To get the best results, try incorporating brief physical activities throughout the day for a quick mental break and recharge.

When weather and location permit, go outside for a dose of sunshine and Vitamin-D to help your body produce more serotonin, a neurotransmitter your body produces to help regulate your mood, happiness and anxiety.

STAY IN CONTACT

Office interactions are a natural connection point for dealing with stressors that happen during the workday. Reaching out regularly, by phone, via email or through instant message

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platforms, is a great way to maintain social interaction. Even brief interactions can help combat the feelings of isolation or loneliness while working from home.

CELEBRATE THE SMALL STUFF

Reward yourself by celebrating your success, no matter how small. By acknowledging each milestone, you will feel more motivated to continue. Thinking positively about what you are working towards will help your mind stay calm and focused in order to ensure you reach your goals.