

Working from Home

KEEP A MORNING ROUTINE

Your morning routine probably looks different now than when you were working in the office. That's OK. But it's important to set a new routine while working from home...and stick to it.

Get up at the same time each day. Make your bed every morning. Take a shower and "get ready" for the workday.



WRITE IT ALL DOWN

Start your day each morning in a journal, writing down:

- 5 things you are grateful for
- 10 dreams you are working on
- 5 things you are looking forward to

Also, spend 10-15 minutes writing about what's on your mind, concerns, anxieties, ideas. Get it all out! Be kind to yourself.



SET UP A WORK ZONE

Set up a comfortable, well-lit area and designate it for work. Bonus points if you can create a work space that is also ergonomically correct with a comfortable chair and sit-stand desk.



TAKE CARE OF YOUR BODY

Move every day by exercising at least 30 minutes each day. Drink plenty of water. Hydrate early and often. Eat nutritious meals and avoid the snacking. Make sure you're getting 7-8 hours of restorative sleep each night.



WATCH YOUR TIME

Set office hours and stick to them. It's easy to let office calls and work-creep takeover.

Take frequent breaks. Stand up. Move around. Refill your water bottle.



INTERACT WITH OTHERS

Schedule social "visits" with coworkers, friends and family. Plan virtual dinner dates, happy hours, group workouts and book club meetings.

Send 5 handwritten notes to your clients each week...just because.

Check-in with others, ask them how they're doing...and really listen to their response.

