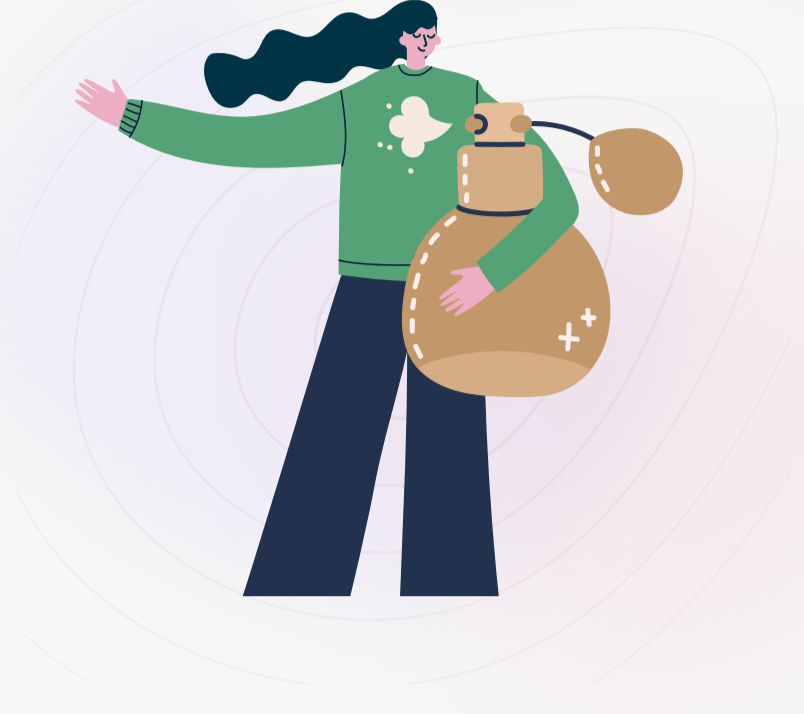


Remote **Work Wellness** & Optimizing Your Virtual Work Life

By setting healthy boundaries and prioritizing your mental and physical wellbeing, you'll remain productive and motivated. You may even find yourself feeling happier and healthier.

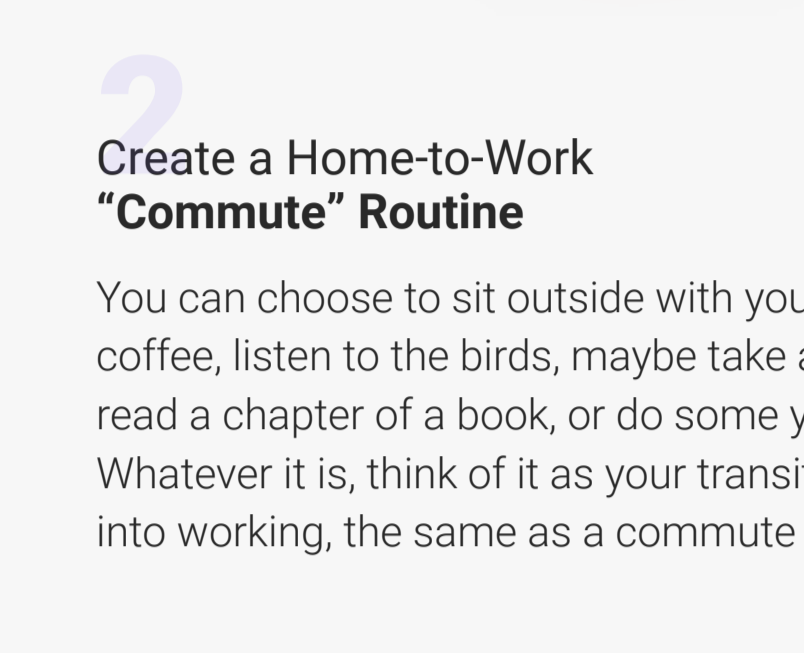


HERE ARE A FEW GUIDELINES TO HELP



1 Maintain Your Grooming Standards

A morning personal grooming routine provides a subconscious signal to your brain to get ready for the workday. What you wear and how you smell are part of this 'wake up' call to your mind, so take a shower, comb your hair, brush your teeth, maybe even put shoes on.



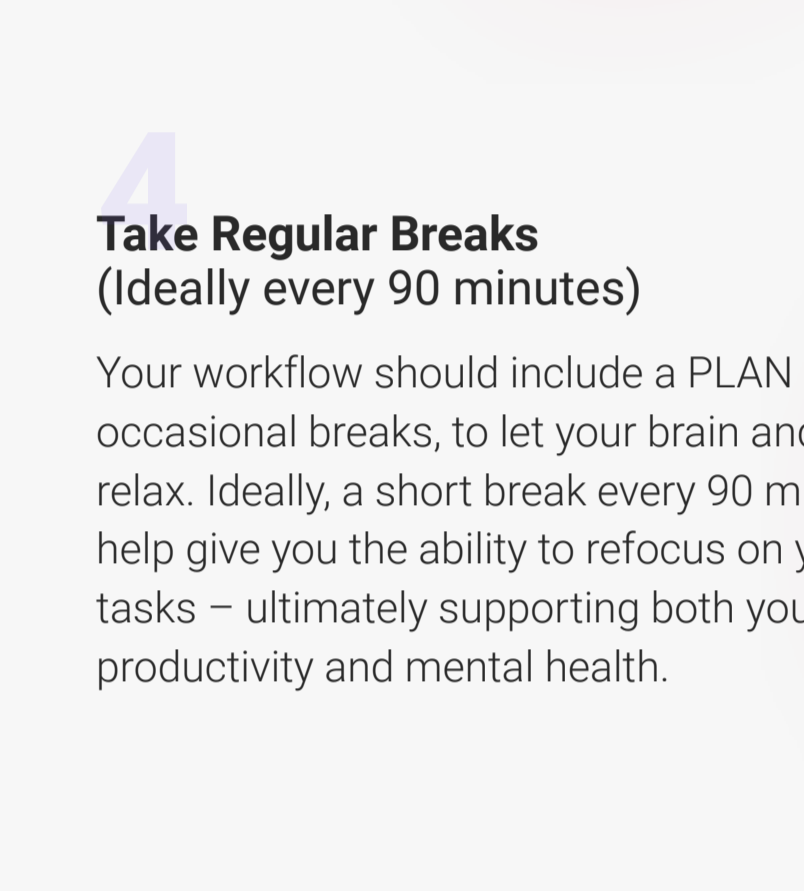
2 Create a Home-to-Work "Commuter" Routine

You can choose to sit outside with your morning coffee, listen to the birds, maybe take a walk, read a chapter of a book, or do some yoga. Whatever it is, think of it as your transition time into working, the same as a commute would be.



3 Maintain a Daily Routine with Set "Office Hours"

Adhere to your normal office routine as much as possible. "Arrive" at your desk 5 to 10 minutes early to establish your workflow for the day. When the working day is done, log off and focus on personal priorities to maintain a healthy work-life balance.



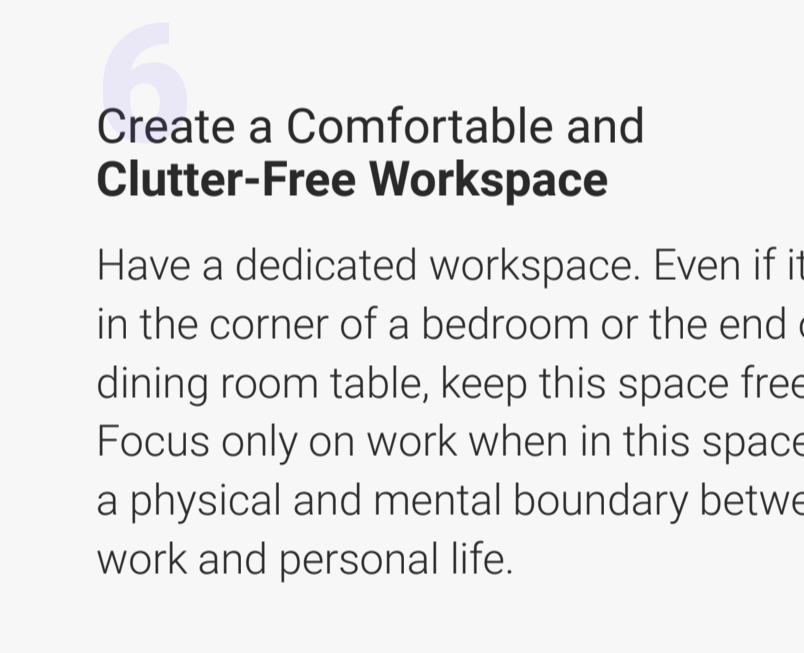
4 Take Regular Breaks (Ideally every 90 minutes)

Your workflow should include a PLAN for occasional breaks, to let your brain and body relax. Ideally, a short break every 90 minutes will help give you the ability to refocus on your work tasks – ultimately supporting both your productivity and mental health.



5 Take Your PTO and Sick Days

Some remote workers feel awkward about taking sick days, but when your office is at home, you're the one in charge of your time and monitoring your limitations. Sign off when you're sick and let your body fully recover. And use your PTO days to recharge.



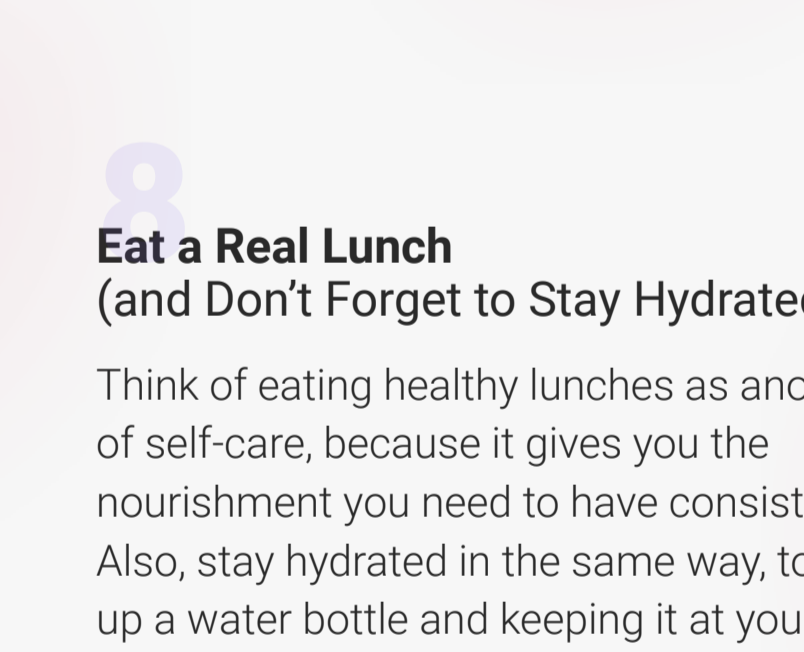
6 Create a Comfortable and Clutter-Free Workspace

Have a dedicated workspace. Even if it's a desk in the corner of a bedroom or the end of the dining room table, keep this space free of clutter. Focus only on work when in this space to create a physical and mental boundary between your work and personal life.



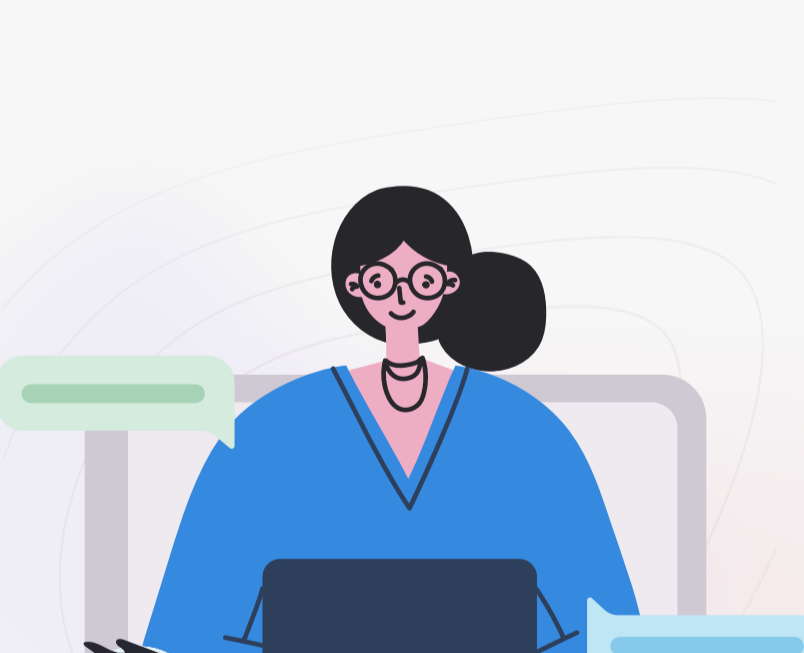
7 Optimize Your Chair, Desk, Computer Screen and Lighting

An ergonomic chair should be viewed as a critical productivity tool. Ensure a comfortable desk height – a convertible sit/stand desk is ideal – with your computer screen at a comfortable level. Bright lighting with natural spectrum bulbs will lift your mood.



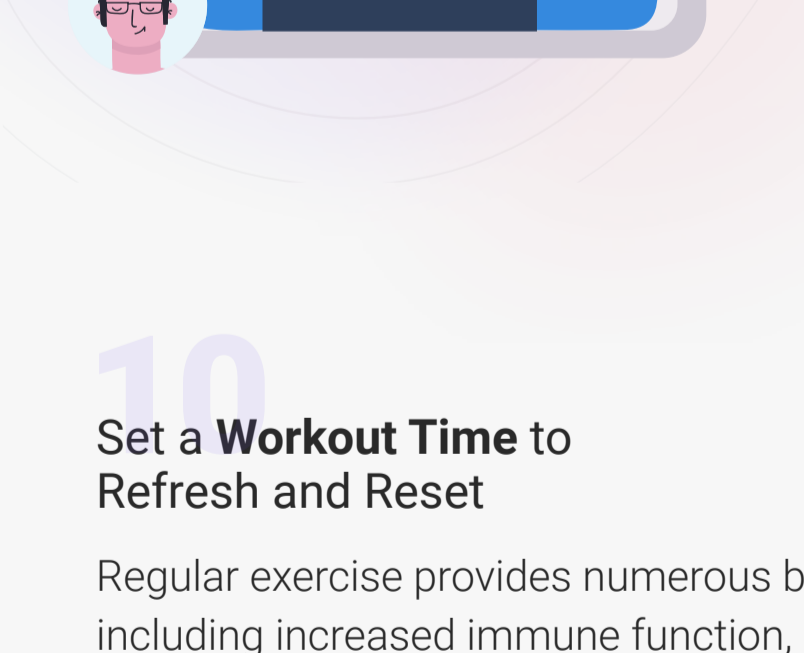
8 Eat a Real Lunch (and Don't Forget to Stay Hydrated)

Think of eating healthy lunches as another form of self-care, because it gives you the nourishment you need to have consistent energy. Also, stay hydrated in the same way, too, by filling up a water bottle and keeping it at your desk.



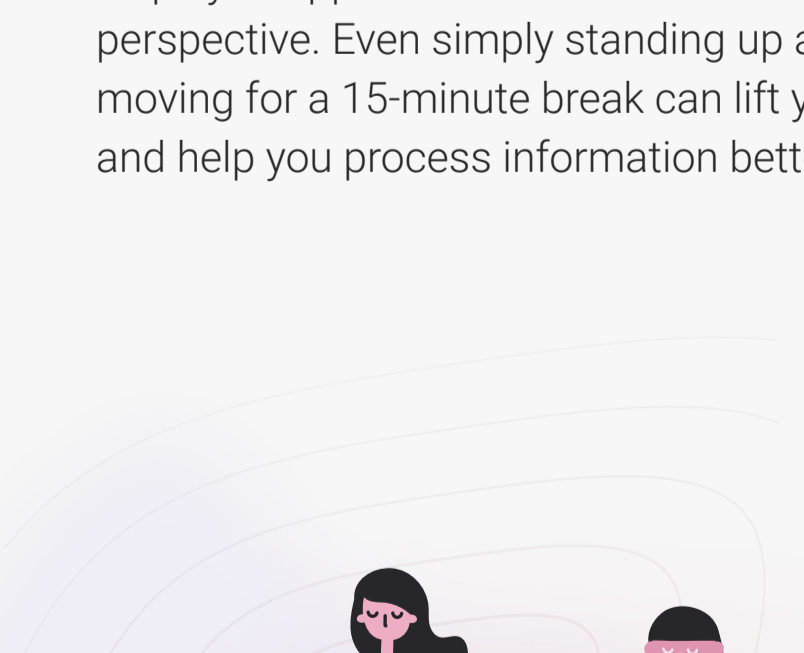
9 Create a Virtual Socialization Strategy

Casual social interactions boost our energy, productivity and job satisfaction. Make it a priority to reach out to "work friends" and schedule time every week for virtual "water cooler" conversations. It may feel awkward at first, but everyone will benefit.



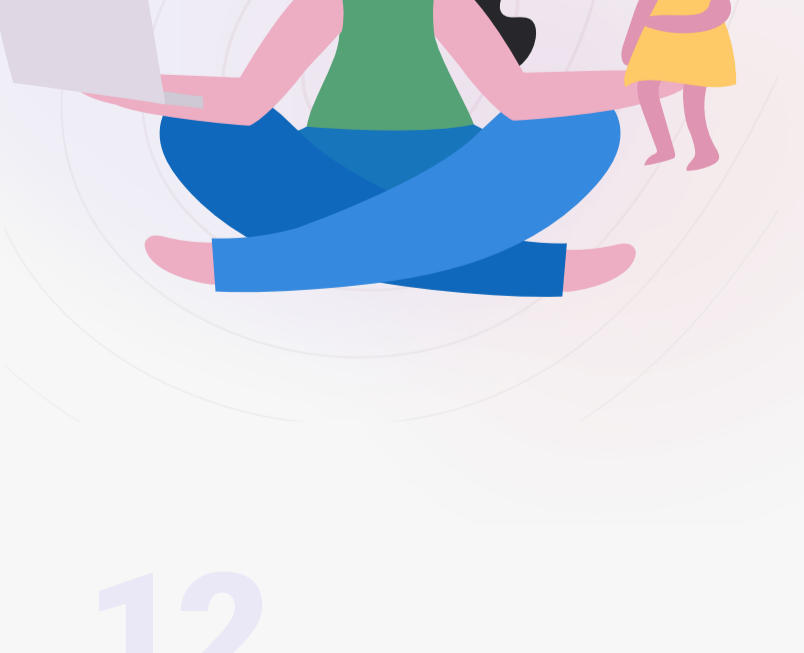
10 Set a Workout Time to Refresh and Reset

Regular exercise provides numerous benefits – including increased immune function, and it helps you approach work with a fresh perspective. Even simply standing up and moving for a 15-minute break can lift your mood and help you process information better.



11 Establish Boundaries with Work Colleagues and Family

Boundaries will optimize your energy and productivity. Set boundaries at home such as: no loud noises in the house or no random conversations during the workday. Set boundaries with remote colleagues such as no email or text responses during evenings and weekends.



12 Keep a Constant Sleep Schedule

Sticking to the same wake time and bedtime are crucial aspects of self-care, because those contribute to sleep quality. Without that, you may find yourself groggy throughout the day, or with big fluctuations in energy.