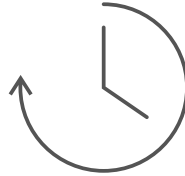


# REMOTE WORK

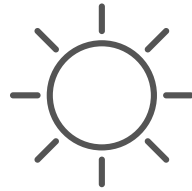
## TIPS & TRICKS TO HELP EMPLOYEES

DEFINE YOUR OFFICE SPACE & KEEP IT SEPARATE FROM OTHER HOME ACTIVITIES



GIVE YOURSELF BREAKS, TWO 15 MINUTE BREAKS & AN HOUR LUNCH ARE A GOOD RULE OF THUMB

KEEP YOUR MORNING ROUTINE- CHANGE CLOTHES, MAKE COFFEE & GET READY FOR THE DAY



IDENTIFY THE TASKS THAT NEED TO BE DONE EACH DAY, AND ACCOMPLISH THEM

HAVE A GOOD LUNCH, AND TAKE TIME TO EAT IT AWAY FROM YOUR WORKSPACE



BE PRESENT AND HEARD DURING VIRTUAL MEETINGS. COMMUNICATION IS KEY

SCHEDULE INTERACTION WITH YOUR MANAGER, COWORKERS OR COLLEAGUES DAILY



MAINTAIN REGULAR HOURS- SET A SCHEDULE AND STICK TO IT

## KNOW WHEN TO "LOG OFF"

PRACTICE SELF CARE IN THE EVENINGS INSTEAD-  
NEED SUGGESTIONS?



ORDER TAKE OUT FROM A LOCAL RESTAURANT



READ A NEW BOOK



WALK OUTSIDE



STREAM A FITNESS CLASS



WATCH A NEW MOVIE OR TV SHOW