

# Work From Home Cheat Sheet

*Keeping a Work Life Balance While Social Distancing*

## Start the Day Right and Stay on a Daily Schedule

- Start your day with breakfast and coffee or what you normally would do in the morning when going to work. Get dressed! Just wear a comfortable outfit - it's better than staying in PJs all day.
- Don't stay in bed or in front of the TV too long, it will make the days seem much longer and unproductive.
- Stick with a relatively similar schedule everyday- working, eating meals, exercising, relaxing and going to bed at the same time.



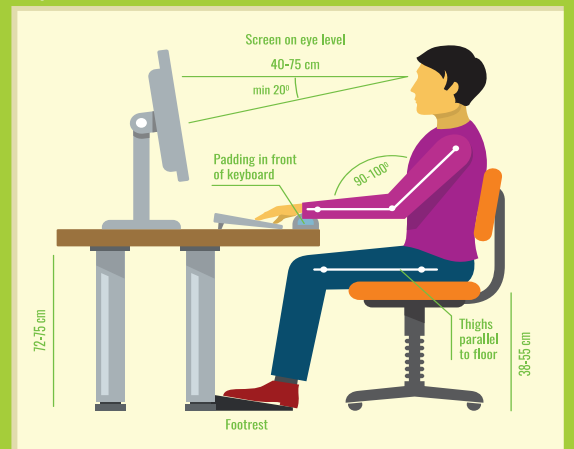
## Move Your Body

- Get a quick at home workout in first thing in the morning.
- Take a walk during light hours.
- Do a quick workout at the end of the work day.
- Youtube offers MANY at home workout videos or if you have ideas you can create your own.

## Designate a Workstation

- It's important to have a designated workstation that you associate with working hours so the day doesn't all blend together.
- Working from the couch or in bed is not only hard on your body, but your brain will have trouble defining what is work time and what is down time.
- Be sure your working space can achieve the bullets listed in the side bar on this page.

## ✓ CORRECT SITTING POSTURE



## Workstations should always achieve:

- **A neutral spine posture**
  - Sitting straight up and avoid leaning forward with your head and torso
  - Avoid side leaning
- **Relaxed shoulders with elbows tucked in towards waist**
- **Use of arm support**
- **Support of low back/hips utilizing a cushion**
- **Feet flat on floor or supported by footrest**
- **A well lit space**

## Take Stretch Breaks

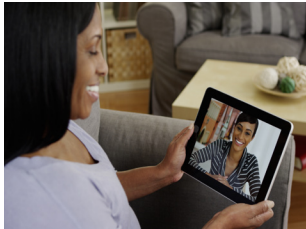
- Try to stand for at least 1 minute every 30 minutes – this breaks up the cycle of constant sitting and can relieve stress from your neck and low back.
- Stretch your muscles - especially your neck, shoulders, lower back and hips.
- Stretching can counter and prevent poor posture and take stress off of your spine.
- Frequent stretching helps avoid stiffness in your muscles and joints. The stretches pictured to the right are a few good examples to use.

## Eat Healthy Regularly

- Eat regularly-scheduled healthful, balanced meals that include plenty of fruits and vegetables.
- Try adding green smoothies for more vegetable intake.
- Include clean, lean protein regularly to stay full.
- Be sure to get enough vitamins in your diet to keep your immune system up.
- Being conscious of your health and regularly scheduled mealtimes will help limit unhealthy snacking/stress eating.

## Manage Stress and Mental Health

- Stay connected with friends and family. The next best thing to in-person interaction is video chat to see facial cues, body language and other nonverbal communication that are important for bonding. Try having a digital dinner or a drink with friends.
- Start a daily yoga practice to ease mind, body and spirit.
- Listen to guided meditations, calming music, prayer, or podcasts that interest you. Set aside a certain time of day to do this for yourself and stick to it.
- Get some fresh air! Being outdoors has a very positive impact on mental health.



## Reward Yourself!

Rewarding yourself for accomplishments and a job well done is important. This provides you with positive feedback. Did you stick to your schedule today and stay productive? What is a good reward to give yourself at the end of a good day?

### Side Neck Stretch

Lean head to left towards shoulder as you apply gentle pressure with your left hand to the right side of your head. Repeat on other side.



### Chest Stretch

Keeping body straight, look ahead. Place hands behind head and gently press elbows back as far as is comfortable.



### Lower Back-Hamstring Stretch

With knees slightly bent, bend forward from the waist. Let your head and arms drop slowly towards the floor.

