



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.



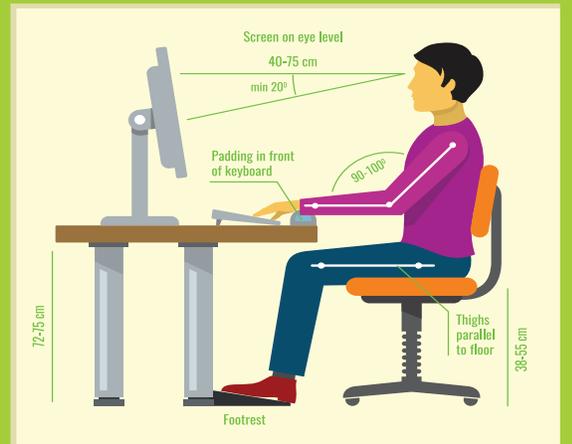
Move Your Body

- 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.

