

You've likely found yourself telecommuting for an indefinite period of time. Using the following tips and tricks can ensure healthy habits and functional work time which will lead to a productive day at the home office.



## Keep the alarm clock set.

Although it's tempting to alter the dress code, don't get in a habit of staying in your pajamas all day. Keep to a routine by setting your alarm clock, showering, dressing and preparing for a full work day. This will help keep your mindset in check and be ready to focus on completing tasks.



## Plan your meals.

Make it a habit to schedule your lunch hour and eat the same quality and quantity of food. Don't be tempted to graze in the kitchen throughout the day or become relaxed about the type of foods you are eating. Plan out a healthy breakfast and lunch, then stick to eating just that.



## Schedule breaks.

Set timers or alarms on your phone as check-in points for your day. Are you on track? Meeting daily goals? You can also use these pauses to get up, stretch, walk for a few minutes, and reset. Not only is this good for your physical health by curbing joint pain and stiffness, it will also help with any mental blocks and stress.



## Dedicate work space.

As best you can, create a separate work space in a quiet area of the house with limited distractions. Bringing your laptop to bed or setting up shop on the couch in front of the TV will likely not lead to the most productive work days – remember, you still have deadlines to meet and projects to finish.



## Create daily goals.

Prioritize your tasks and create a list of what needs to get accomplished for the day. Whether you normally use a planner, shared calendar, project management software or sticky notes, stick with what you know. Keeping a rhythm and mimicking a typical day in the office will help you stay on task. Keep in touch with colleagues via email, chat groups, or video conferences, and hold one another accountable for your individual responsibilities.



## Maintain a work/life balance.

It can be easy to feel the demands of your home life when working within the same walls. Set boundaries and resist the urge to procrastinate on office work to do housework or vice versa. Don't feel obligated to work longer hours because it's convenient. It's vital to keep boundaries for each role and manage the multiple demands.

For more resources and updates about COVID-19, visit [pardeehospital.org/coronavirus](https://pardeehospital.org/coronavirus)