

WORKING FROM HOME

Some Helpful Tips From BEADAM®

For many people, working from home is a bonus under normal circumstances. As we find ourselves working from home during the coronavirus pandemic, you may find it difficult to adjust. Here are some suggestions for how to handle the unique challenges of working remotely!

TIP #1:

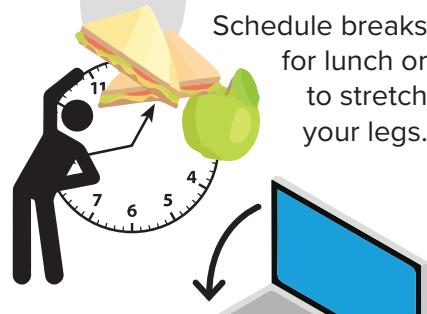
Maintain your normal work routine



Get dressed before work every morning to ease your transition into "work mode."



Select a regular workspace in your home. Try to avoid a shared space like a living room.



Schedule breaks for lunch or to stretch your legs.

At the end of the day, put your laptop away for work/home separation.

TIP #2:

Exercise and eat healthy



Go for a walk during lunch or after work.



Stream workout videos on YouTube that can be done in a small space without any special equipment.



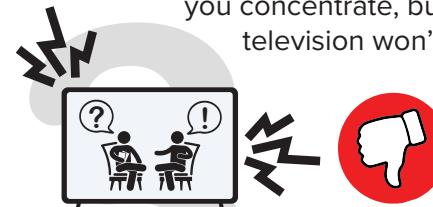
Avoid frequent trips to the kitchen. If you need a snack, think healthy.

TIP #3:

Limit distractions



Background music or a nature sounds app might help you concentrate, but television won't.



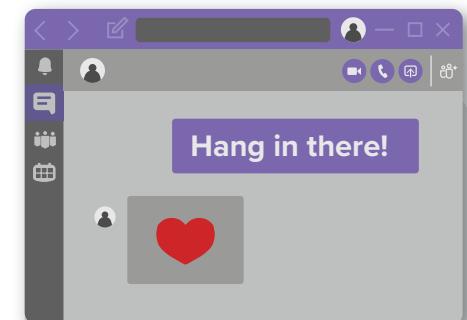
Boundaries are important. Make sure everyone at home knows that working from home still means... **working.**



TIP #4:

Reach out to your colleagues

Colleagues who live alone may feel more isolated. A quick message or phone call may mean more to them than you realize.



To maintain connections with your office mates, send an email, a Teams message, video chat or pick up the phone.

TIP #5:

Accept your limited technology

It's frustrating if you have to use equipment at home that isn't as good as what we're used to using at the office, but do your best to work within those limitations.



Concentrating on what you don't have just causes more stress without resolving anything.



TIP #6:

Let go of the things you can't control



Stay informed, but don't stay glued to the news.



Adding normalcy to your day helps to relieve some stress. Make your home office setup as comfortable as possible with simple things, like using your favorite coffee mug or placing one of your favorite pictures on your desk.

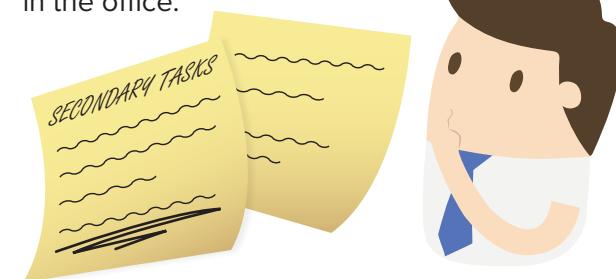
TIP #7:

Use your time wisely

Talk to your manager or colleagues to see if they need help on their projects.



If you have some downtime, use it for "housekeeping"-type projects that are hard to get to in the office.



TIP Stay #8: positive.

Remember that, while this is a difficult time, we'll get through this together!

