





How to Stay Healthy and Productive while Working Remotely

If you're planning on working remotely for a time, there are many ways to ensure you stay healthy, productive, and engaged in life!



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Section 1: Staying Healthy



Eat Fruits & Vegetables

- **Why:** Boost immunity, prevent disease
- **How much:** 5-7 servings daily
- **How:** Participate in a Nutrition Corner [Enjoy More Fruits & Vegetables](#)



Hydrate

- **Why:** Boost immunity
- **How much:** Drink water throughout the day
- **How:**
 - Listen to the brief Wellcast [Healthy Hydration for Summer Fun](#)
 - Read about in this helpful resource [Don't Wait to Hydrate!](#)



Sleep

- **Why:** Boost immunity, prevent disease
- **How much:** 7-8 hours per day
- **How:**
 - Watch the Game Plan for Your Health video [Rest for Success](#)
 - Read this helpful resource [Sleep](#)
 - View the Healthier You Presentation [Save Your Sleep - Tips for Better ZZZs](#)



Practice Mindfulness

- **Why:** Decrease stress, boost mood and immunity, promote restful sleep, prevent disease
- **How much:** Daily, for whatever amount of time works well for you
- **How:**
 - Follow along with the relaxing and rejuvenating [Mindful Stretch Break Video](#)
 - Watch the Game Plan for Your Health Video [Making our Comeback with Compassion](#)



Stay Active

- **Why:** Decrease stress, boost mood and immunity, promote restful sleep, prevent disease
- **How much:** At least 30 minutes physical activity daily
- **How:**
 - Follow along with the simple [Bodyweight Workout Video](#)
 - Check out these [Online Workouts](#)
 - View the Healthier You Presentation [Build a Better Fitness Plan](#)



Get Outdoors

- **Why:** Sunlight and nature improve both mental and physical health
- **How much:** At least 20 minutes daily
- **How:**
 - Schedule a short walk or two into your day, every day!
 - Listen to the Wellcast [*Allow Nature to Nurture You*](#)



Be Social *(even at a distance!)*

- **Why:** Decrease stress, boost mood and immunity
- **How much:** Daily
- **How:**
 - Have a virtual coffee hour via Facetime or video conferencing (i.e. Zoom or Skype)
 - Take a “group” walk – arrange a group of friends or coworkers to all take an individual walk at the same time – text a picture from your walk to your group!
 - Host a virtual book club via video conferencing
 - View the Game Plan for Your Health Video [*Connectedness: Some Assembly Required*](#)



Laugh

- **Why:** Decrease stress, boost mood and immunity
- **How much:** Daily
- **How:**
 - Do a search for “funny podcasts” and listen in!
 - Watch a new comedy show or movie
 - Ask friends and family to send you their funniest memes



Do Good Deeds

- **Why:** Improve mental health of both giver and recipient
- **How much:** Daily
- **How:**
 - Facetime a family member
 - Mail a friend a card or letter
 - Call a neighbor to check in
 - Support a local shop or restaurant by buying a gift card for future use
 - Listen to the Wellcast [*The Gift of Giving*](#)



Practice Gratitude

- **Why:** Decrease stress, boost mood and immunity
- **How much:** Daily
- **How:**
 - Listen to the Wellcast [Why Gratitude is Good](#)
 - Read [Building Resilience: Turning Challenges Into Success - Attitude](#)

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Stay Productive

- **Why:** Promotes mental health, learning, and growth
- **How much:** Daily
- **How:** See the next section!




Section 2: Staying Productive



Keep Your Morning Routine

- **Why:** Sets you up for a productive day, and you will look more professional on camera
- **How much:** Each workday
- **How:** Wake, shower, get dressed, etc., then go to “the office” i.e. your workspace



Set up Your Remote Workspace

*(separate, functional, and
thoughtful)*

- **Why:** Allows work to flow (mostly) uninterrupted, shows respect for yourself and your colleagues
- **How much:** Each workday
- **How:**
 - Set up in a separate area from main living space
 - Have necessary equipment in place
 - When using conferencing technology, turn on your camera, position camera to shoot straight-on to appear to look eye-to-eye, and try to have neutral or pleasant backdrop behind you (but not a bright window)



Follow Set Office Hours


- **Why:** Whether you're given hours to follow or you set them yourself, this allows you to both begin *and end* your workday in a timely fashion allowing for enough time during the day to complete all tasks
- **How much:** Each workday
- **How:** If you can, work the same hours you would at the office



Create a To-Do List

*(at the end of each day
for the following day)*

- **Why:** You will know exactly what you want to accomplish each day
- **How much:** Each workday
- **How:** Either on paper, on your calendar, or in an email to yourself



Keep a Record


*(of your accomplishments
at work that day)*

- **Why:** You will know exactly what you accomplished each day - either to report to another or to just enjoy the satisfaction of accomplishing so much
- **How much:** Each workday
- **How:** Either on paper, on your calendar, or in an email to yourself



Schedule Breaks

- **Why:** Give your body and your mind a chance to move and wander about, it gets blood and creativity flowing
- **How much:** Each workday
- **How:** Schedule breaks into your day to move and let your mind wander



Eat Routinely

(as you would at the office)

- **Why:** You may have unprecedented access during the workday to food if you are working from home, eating more at meals and snacks than usual may cause blood sugar changes that affect thinking and mood...it may also lead to weight gain
- **How much:** Each workday
- **How:**
 - Schedule mealtimes on your calendar
 - Don't eat in your work area
 - View the Healthier You Presentations [*Nourish a Healthy Mind & Body*](#) and [*Break the Cycle of Emotional Eating*](#)
 - [Track](#) what you're eating with an app such as [My Fitness Pal](#)



Set Boundaries

- **Why:** Distinguishing “I’m at work right now” from “I’m available to family/friends/neighbors right now” will help you stay focused during work hours
- **How much:** As often as necessary
- **How:**
 - Share your work hours with anyone who may be tempted to interrupt you
 - Close a door between your work area and the rest of your environment if you can
 - Use headphones or earbuds as a visual clue you’re not to be disturbed



Showcase Your Remote Worksite

- **Why:** This may simply be part of your current work/life balance!
- **How much:** Occasionally 😊
- **How:**
 - Send a photo of a child who is helpfully testing out each and every one of your pens...including the one you just reached for
 - Have your curious dog make a cameo appearance at the end of your conference call
 - Go ahead and send your coworker with a sense of humor the gibberish email your cat just typed by walking back and forth across your keyboard...and sign it from your cat!