Tips & Resources for Productively Working Remotely During COVID-19

Top-10 Best Practices for Working Remotely During COVID-19:

1. **Keep your usual routine and stick to a schedule:** Stick to your normal daily routines. Wake up at your usual time and get “ready” for work as if you are going to the office. Create a workday schedule and plan for each day. Block your time into a work schedule as you would do working in an office.

2. **Create and operate from a designated “work area”:** Designate a certain location in your home as your “work area.” Keep the area organized and clean. Have the supplies and resources you need to do your job in this location.

3. **Embrace technology for communication and work-flow:** Use technology to stay connected and to interact with your colleagues, clients, and business partners. Embrace the technologies provided by Gowrie Group and RSC to continue to provide excellent service to internal and external clients.

4. **Separate your work life from your personal life:** During your designated work hours, avoid doing personal and home projects. Stick to your time blocked work schedule.

5. **Be mindful of your work setup:** Make sure your setup meets your personal ergonomic needs. Make your work station as comfortable as possible and supports your body’s needs. Reposition as needed.

6. **Limit distractions:** Set up your work station in an area with as few distractions as possible. Avoid distractions such as social media, pets, young children, and household chatter during your designated work blocks.

7. **Take breaks:** Allow yourself your allotted lunch break to sign off and get away from your computer. Take breaks to stretch, move, eat, and stay hydrated.

8. **Get up & move:** Set a goal to get up and “move” each hour. Good options include stepping in place, doing a plank, filling up your water bottle, meditating, mindfulness, and/or stretching.

9. **Stay positive & stay informed:** Remain positive! Try to avoid checking the news too frequently. Consult reputable sources such as the CDC and the WHO when seeking information and recommendations about COVID-19.

10. **Practice social distancing:** Social distancing can help slow the spread of COVID-19. The CDC and Public Health experts such as John Hopkins Medicine provide guidelines on how Social Distancing, Self-Quarantine, and Community Mitigation applies in the workplace and in family life.

Get Up & Move – Exercise Helps with Positivity & Productivity!

It is important to keep moving throughout the day. Exercise also helps you maintain a positive mindset.

**Fitness Tip #1** – Challenge yourself to set and stick to a daily exercise goal. Good ideas include walking, jogging, dancing, yoga, hiking, online fitness videos, TV fitness videos, stretching, and more!

**Fitness Tip #2** – Challenge a co-worker to get up and move with you! Compare your step totals (or exercise routines) every day to keep each other motivated and on track.

**Fitness Tip #3** – Complete the daily workout sent by Heather from G-FIT!
Flexibility Matters: Stretching Program for Remote Workers

These 5 simple stretches will help stretch tight muscles and improve your flexibility. Want more options; check out [Stretching Exercises at Your Desk - 12 Simple Tips](#).

1. **Slow nod**: Bend your neck forward, touching your chin to your chest for a second, then reverse the movement, bending your neck backwards as far as you can as you look up to the ceiling.

2. **Backwards shoulder rolls**: Sit tall and roll your shoulders backward in a slow and exaggerated movement, really focusing on tightening your shoulder blades and drawing them towards each other to help pull your shoulders back.

3. **Shoulder shrugs**: Sit tall and shrug your shoulders as high as you can up towards your ears and hold for 2-3 seconds, then release completely relaxing your shoulders.

4. **Chest opener**: Stand tall and clasp your hands behind your back, your palms pressed together and your arms fully extended. Take a deep breath in, look up towards the ceiling, then as you exhale, press your hands down as far as you can as you draw your shoulders backwards to widen the chest. Hold for 10 seconds and release.

5. **Quad stretch**: Stand tall, feet about hip distance apart. Shift your weight to one foot and bend your knee right behind you as you grasp the top of your foot with your hand. Hold your position for 10-20 seconds, then switch. *(Tip: Use a wall for balance.)*

Top 5 Ideas to Embrace Your Extra Home-Time During the COVID-19

With Social Distancing becoming the new norm, we will all be spending much more of our days at home than we typically do. Find the positive in this by using this time to do things that you don’t typically do.

1. **Take extra good care of yourself**: Invest in your physical and mental health.

2. **Challenge your mind**: Make good use of your time at home and challenge your mind. Ideas include researching something new, learning a new language, puzzles, or learning a new skill.

3. **Kick start your spring cleaning**: Now is the time to kick start your spring cleaning a little earlier this year. Examples include cleaning closets, reorganizing shelves, washing windows, and changing your smoke detector batteries.

4. **Enjoy your time with family**: Enjoy spending extra time at home with your family and loved ones. Ideas include playing games together, going for a hike or outdoor adventure, planting a garden, looking at old photos, and calling (or FaceTiming) relatives.

5. **Do something fun or unexpected**: Pick up that old hobby you love, learn a new sport, call someone you have not spoken to in years, challenge yourself to try something new!

Check out these additional resources for working at home during COVID-19:

- [9 Tips To Being Productive When Working at Home During COVID-19](#)
- [OSHA’s Best Tips for Good Working Positions](#)
- [15 Health Benefits of Walking 10,000 Steps a Day](#)
- [Coronavirus: Best Practices for Working From Home](#)
- [10 Ways to Spend Your Time When Working From Home Because of COVID-19](#)

*(Sources: Gowrie Group, Entrepreneur, Science Mag, WebMD, OSHA, Forbes, CDC, WHO, John Hopkins Medicine)*