

# a brief guide to healthily working from home

**1**

Wake up at the time you normally would. Keep that body clock in peak condition!

**2**

As there is no commute, why don't you go for a walk instead? If you normally cycle to work, go for a bike ride around the block

**3**

Shower, brush your teeth and hair – follow your normal morning routine and you'll feel fresh and productive in no time!

**4**

Steer clear of staying in your PJ's all day. Put on clothes each day that make you feel comfy, together, and happy.

**5**

Hide distractions, properly secure or remove tripping hazards such as cords, and use an ergonomics guide to set up your workstation.

**6**

Write down what you need to get done either at the start or end of the day, and then work to tick off everything on that list

**7**

Make sure you take your full lunch break. Use it to do some exercise, or to check in on a friend or family member.

**8**

Check in with your team members at least once a day. Even if it's for simply for water cooler chit chat. Keep in touch and in the know.

**9**

At the end of the day, clear your desk to ensure it's tidy and ready for a productive day tomorrow!