



Working from home sure can feel luxurious—right up until it's no longer a choice you made but instead is something our world is requiring us to do. The good news is that we've got a pretty great community here to help each of us through this unpredictable time.

Check out our top five tips for getting in the groove of managing your work and life remotely during this unpredictable time. And, if you're a WFH pro, share your advice on Yammer!

1. Designate your space.

We know, we know, it's super tempting to grab your morning joe and crawl back under your covers with your laptop. But, the work-from-bed approach is an enemy to productivity and your posture!

- Whether it's a home office with four walls and a door or a corner of your home that's yours, establishing your workspace will help you focus. In fact, it will signal to your brain that it's time to get stuff done, helping you ignore outside distractions.
- And don't forget about ergonomics. Place your feet on the floor, keep your elbows at 90 to 120 degrees, and face forward. We're trying to keep ourselves well, after all!

2. Set a schedule. And boundaries.

Whether you're home alone or have a small army running around, this will help you—and those around you—stay on task. Establish your routine, communicate it to your team and anyone in your household, and stick to it.

- We recognize that your schedule might differ from a traditional 9-5, especially if you have distracting surroundings. The best way to solve for this is to map out what you need to do when, and put everything on your Outlook calendar or on a sticky note at your desk.
- Then, tell your coworkers what to expect. Will you be away at 1pm to put the kids down for a nap? Are you going to be working early in the morning and signing off before your colleagues? Clear the plan with your manager and outline it for your colleagues so they know when you're working.
- Help your family understand. With so many offices and schools closed, chances are you have a full house right now. Give your partner, roommate or children a sense of your schedule and availability by putting signs on your door or desk. Some of our team members use green and red light signs so that even their young children understand. [Download a template here](#) with one version already colored in, and another that's ready for kiddos to color in and help you get your home office set up!

3. Smile for the camera!

Trust us, nobody will judge you based on the state of your hair or home right now, so turn on that video during your next meeting! Doing so will encourage others to use video, and will help establish a stronger personal connection, which we all will benefit from during this time of social distancing.

If you don't have meetings scheduled, plan a virtual break, lunch or happy hour with your colleagues. Put a Skype meeting on the calendar and do a round robin over a sandwich or glass of wine. It'll lift at least one person's spirits, guaranteed!

4. Move!

In the absence of a normal routine, you might find yourself more sedentary than usual. Here are some tricks to keep yourself moving:

- If you have a device that tracks your activity, set a step goal. Even better, challenge your friends or coworkers to commit to the goal with you.
- You don't need a fitness monitor to get your activity in. Go for a walk before you start your day or after you eat lunch.
- Set a reminder every hour to do 10 jumping jacks or walk around your home.
- Try a 5-minute office yoga break, like [this one](#).
- Or, keep it simple and just stretch!

5. Practice gratitude.

Research shows that practicing gratitude creates positive emotions—which we all need more than ever right now. If you find yourself with a case of cabin fever or stress, take a few minutes to write down what you're most grateful for. Then, if you're comfortable, send it to your coworkers or share it in a meeting and encourage them to do the same.

Let us know if you try any of these tips or have your own to share on [Yammer](#).

P.S. Are your kiddos stuck at home? Here are some helpful educational resources to keep them engaged!

- [Scholastic Learn at Home](#)
- [PBS Kids](#)

Stay well!
-Your People Team

