

Home Office Tips: Staying Healthy

Working remotely can impact your mental wellness and physical health. Days may feel long and repetitive, making them seem endless. Your mood and ability to focus also impacts your productivity. Practicing positive work habits and maintaining a work-life balance will help keep your productivity high and benefit your overall physical health and mental wellbeing. This one pager provides tips to promote healthy work habits during telework.



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SET UP A DEDICATED WORKSPACE

Designate a workspace to create a boundary between your personal life and working at home. Having a dedicated space can help you stay focused and avoid distractions, increasing your productivity. Review the SMCX One Pager: [Home Office Tips – Setting Up Your Workstation](#) for tips and tricks to set up an ergonomic and comfortable workstation.

ESTABLISH A ROUTINE

Routines reduce stress and support a favorable work-life balance. Start your day like you were getting ready to go into the office (e.g., brushing your teeth, changing your clothes, and eating breakfast). Take time to eat lunch every day and prepare what you would eat in your normal workplace setting. Most importantly, identify a start and end time to your workday. This encourages you to stop working, not respond to emails, or answer phone calls when work hours are over.

SOCIALIZE WITH OTHERS

Isolation, especially if you live by yourself, is a concern when working from home. Schedule phone calls and video chats with colleagues, just like you would in your normal office setting!

PLAN FOR PERIODIC BREAKS

Sitting for prolonged periods of time causes back pain and neck strains. You can also experience eye strain from looking at computer or cellphone screens for extended periods of time. Take multiple breaks throughout the day to maintain your physical health. Walk away from your workspace to stretch your body and relax your eyes. Consider getting out of the house for some fresh air, taking a walk around your neighborhood, or going out to get the mail during longer breaks to boost your mental health.



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STOCK UP ON HEALTHY SNACKS & DRINKS

Avoid eating junk food and drinking sugary beverages all day. Don't keep bags of candy and other ultra-processed foods near your workspace to avoid unwanted grazing. Stock up on a variety of nourishing snacks (e.g., vegetables, fruits, nuts) when grocery shopping to promote healthy eating habits. Pay attention to the amount of caffeine you consume and keep a water bottle on hand to stay hydrated. Dehydration negatively impacts your focus!

CONDUCT REGULAR HOME OFFICE HAZARD ASSESSMENTS

Do you have any hazards in your home that could adversely impact your health? You should conduct periodic home hazard assessments to determine if there are any safety and health hazards or risks in your home. Address any findings you identify, if reasonably feasible. Reach out to your Safety Office for other ideas on hazard prevention and abatement. Review the [SMCX One Pager: Home Office Tips – Hazard Assessment](#) for additional ideas.

CLEAN YOUR WORKSPACE

Dust, pet hair, and other allergens can make you feel unwell. Cluttered workspaces can impact your mental state and interfere with your productivity. Establish a weekly cleaning schedule (e.g., every Friday) and freshen up your workspace. Dust each area, vacuum floors, and wipe down work surfaces. Reorganize your workspace and remove any clutter generated during the work week.



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THINK BEYOND WORK

The actions and activities you do outside work hours affect your productivity and stress levels too. Establish a consistent exercise schedule and regular sleeping hours (both bedtime and waking up) to manage anxiety and stress. Consider a session of yoga or meditation after a long day of work to wind down and transition to home life.

For additional information on the SMCX's services, please visit the SMCX-hosted website at: <https://www.smcx.org/>.