

# How to stay **productive and motivated** when working from home...



**Create or continue your routines:** Create or maintain your daily routine in preparation for your workday, establish a wake-up time and a routine to support a normal working day.



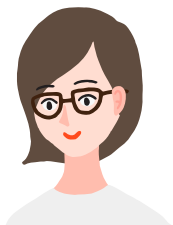
**Create a dedicated space for work:** Select an area of your home that provides you with a suitable workspace, think about surface space and room to stretch. Avoid your bedroom or high traffic zones.



**Think about natural light:** Helping to maintain a positive outlook, natural light plays an important role. Try to find a spot where natural light is available. Keep in mind, backlighting may impact the ability of others to see you when attending video conferencing or meetings.



**Eating and hydration:** Try to maintain healthy eating patterns and stay hydrated. Avoid high sugar snacks and beverages to avoid swings in mood and energy levels.



**Mental health and wellness:** If you start to feel overwhelmed or isolated, remain active and engaged with your personal and professional support networks. Take mental health breaks, avoid watching or reading pandemic headlines and social media postings during your free time. Take care of your body, take deep breaths, stretch, or meditate when possible and ensure you're getting plenty of sleep.