

# WORKING FROM HOME TIPS AND TRICKS



## Create a workspace

Designate a space for work only. Set up your workspace next to a window to improve your mood, increases your productivity, and reduce eyestrain and headaches.



## Use the right equipment

Set up multiple monitors, a real keyboard and mouse. Ensure you have the right software to preform your daily tasks.



## Set working hours

Set a schedule, having clear guidelines for when to work and when to call it a day helps you stay focused and maintain work-life balance.



## Schedule breaks

Give yourself time during the day to walk away from the computer screen and phone. Remember to take your lunch hour and breaks to eat.



## Make a to-do list

Make a list of what you need to accomplish and plan out which tasks take priority. Keep checking off your to-do list items to maintain productive momentum.



## Stay connected

Use communication channels to connect with colleagues. It is beneficial if you can supplement email with video and voice interactions.



## Stay active

It is important to get out of your home office and do some exercise. It will make a huge difference to your emotional and physical well-being.



## Maintain a morning routine

Stick to your routine as if you were going into the office. Set your alarm, make a cup of coffee, get cleaned up and dressed.

Focus on your emotional and physical well-being during uncertain times.

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**York Region**