

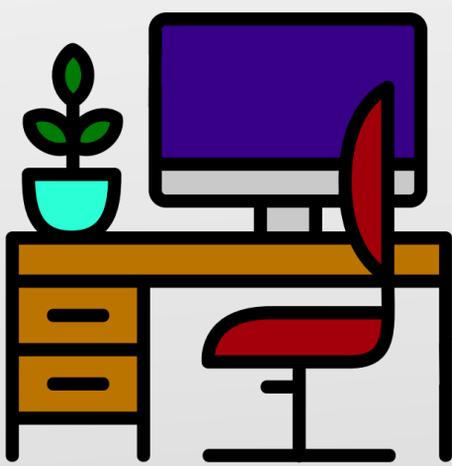
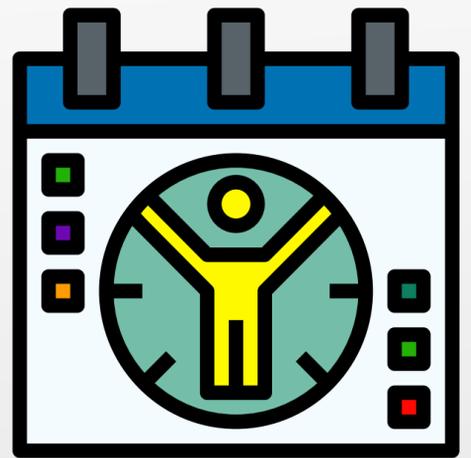
Top Tips for Working from Home

A lot of our team work remotely, in cities across the country. This means we have years of experience in what works and what doesn't when it comes to working from home. We've gathered some tips on how to stay productive, engaged, connected and healthy as you adjust to what can be a very big change.

In light of the current pandemic, we want to stress that **social distancing should not mean disconnection**. More than ever, be active in reaching out and checking in on your peers.

Retain Your Routine

Keep your schedule! Get out of bed when you normally would, follow the routine you had when you were at the office. Get dressed (in something other than sweatpants). Have your lunch at a set time.



Assign an Area

Don't mix home and work, have a space that is dedicated to work and use it for only that purpose. Without this divide, you may find you can't slip from 'work mode' to 'home mode' easily, muddying the lines and impacting your daily life.

Break it Up!

Take breaks, both for productivity and for wellness. The science shows that taking regular breaks (even once an hour) has shown a boost in productivity. On top of that, blue light from your device could be keeping you awake. Step away!



Stay Social (at a Distance)

Stay connected. Use the tools at your disposal to maintain human connection with your colleagues. Video chat, email, text, instant messaging and the phone will get you through the day. **This is especially important if you live alone.**

Forgive (former) Faux Pas

Accept that children/family/pets may wander into your (or your colleague's) webcam. We are all working from home now, and these things happen. As always, be kind.



What's Best for your Body

Eat well, and get moving. Social distancing means a lot more sedentary behaviour. Eating plenty of fresh fruit and vegetables, drinking water, and exercise/movement can help keep your body feeling nourished and can impact your mental wellness.