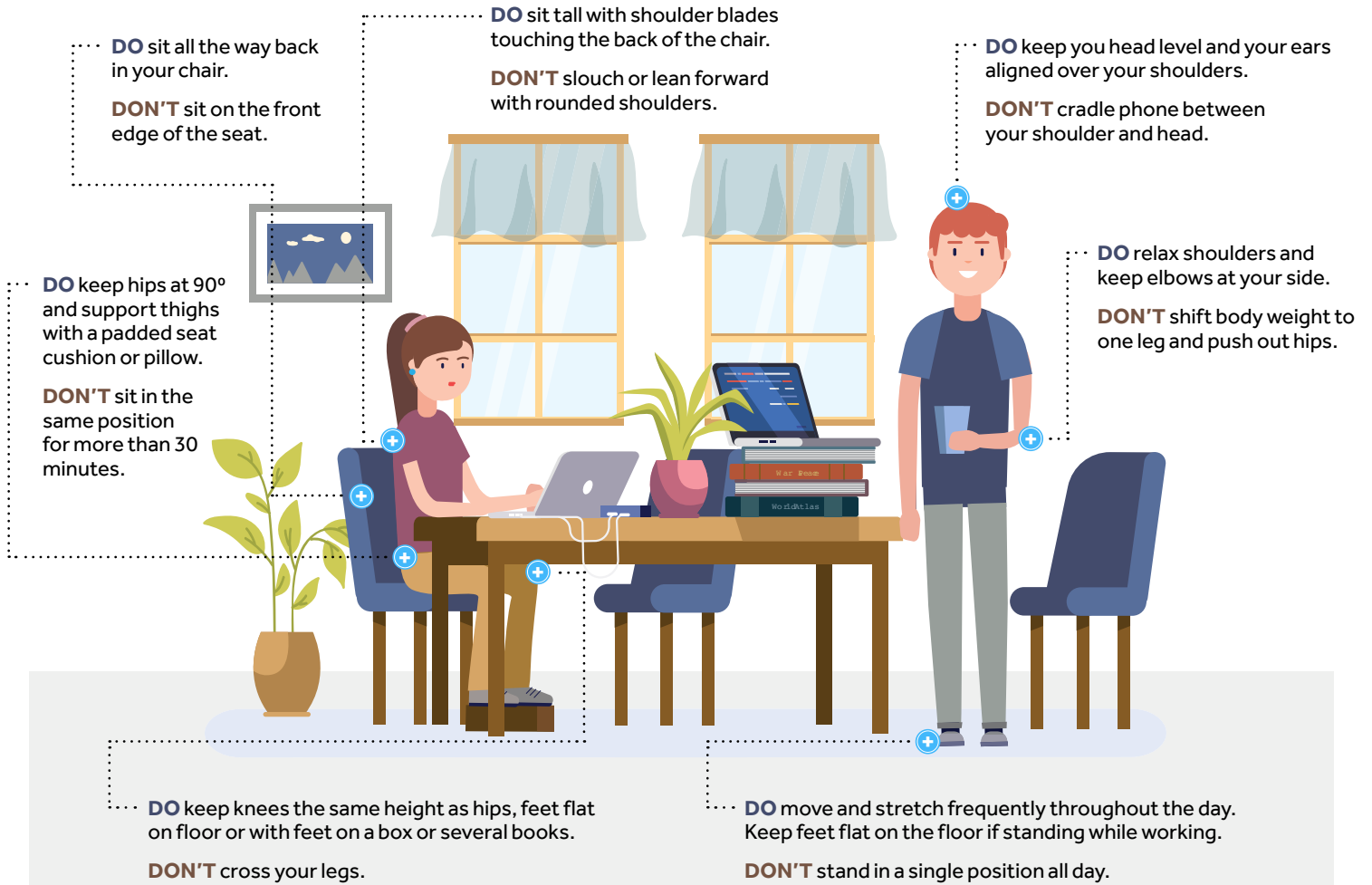


# Work-at-home.

Tips and tools to improve your day.

Working at home comes with a variety of benefits and challenges. To be most productive and effective, it is important that you assess your posture and workstation set up,<sup>1</sup> even at your kitchen table. Here are some simple work-at-home strategies that you can easily implement to help you be comfortable, and healthy.



Stretch every 10-15 minutes



Move every 30-60 minutes



Stay connected with coworkers



Keep hydrated throughout day



## Work-at-home environment:

- Choose a clean, clutter-free, and quiet work area to help you focus. A desk or kitchen table is ideal.
- Keep your keyboard, mouse, and other frequently used items close to you.
- Consider light sources and glare as this can cause eye strain. You may need to adjust lighting so it is comfortable for you.



## Work-at-home communication:

- It is important to stay social. If you normally say hello to coworkers every morning in the office, still send them a quick email or instant message.
- Use email for thoughts or deliverables that need detail.
- Use your phone for planned meetings and when you know people are ready to talk.
- Consider using video capabilities with your teammates to stay engaged.



## Additional resources:

- The United States Department of Labor, Occupational Safety and Health Administration (OSHA) has great [resources on setting up your computer station at home](#).
- If you need help managing stress or anxiety, please visit the [U.S. Department of Health and Human Services](#) website for resources and help.
- If you need more support as you adjust to working at home, we recommend talking to your manager and HR representative to see how they can help.

<sup>1</sup> Based on general guidelines developed by OSHA Computer eTool - <https://www.osha.gov/SLTC/etools/computerworkstations/index.html>.

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