

REMOTE WORK

BEST PRACTICES TO HELP YOU STAY HEALTHY,
CONNECTED, AND ENGAGED WHILE WORKING
OUTSIDE THE OFFICE



SHIFT

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Design Your Workspace

- **Create a dedicated workspace:** Create a space designed to meet your daily needs. Consider ideal lighting, ergonomic features (like a comfortable chair, standing desk, padded floor mat, etc.), and potential distractions.
- **Keep your workspace organized and tidy:** Pack away your work items at the end of each work day – like you normally would in the office – and regularly clean and sanitize your space.
- **Ensure you have the proper hardware and software:** This includes things like a strong internet connection, access to tools and software your team uses for document sharing and collaboration, a working webcam and microphone, and headphones or earbuds.
- **Establish quiet zones:** Be mindful of noise that may distract you or others. If possible, close the door to your office. If you aren't working in an enclosed space, find a quiet that allows you to focus.
- **Coordinate with family members or housemates:** Consider developing a shared schedule with others in your home who may also be working remotely so that you have privacy to take work calls when needed. Share the space, ensure children and pets (if applicable are distracted and cared for), and have a clear plan.



Stay Connected and Engaged

- **Daily touch points:** Connect with a minimum of one teammate, by video, each day to mitigate feelings of isolation. Consider scheduling flexible hours throughout the week to have casual conversations with your teammates to ensure you feel connected and supported.
- **Practice togetherness:** Plan and deploy small- or large-group virtual gatherings (for example: wellness classes, happy hours, meals, dance parties) so the team stays in contact both at work and in play.
- **Maintain face-to-face meetings:** Use your webcam during video-meetings so you can see those you're speaking with, encourage the reading of body language, and discourage multi-tasking. Stay present.
- **Develop a routine:** Adhere to a schedule and maintain regular hours. Continue to wake up and prepare for your day as you normally would, take frequent breaks, and when possible, have a designated end to your work day. SHIFT's [Hour of Power](#) is a weekly practice that can help you establish a good cadence.
- **Start and end your working day with rituals:** Continue to adhere to your normal morning and evening rhythms. This may include things like journaling, setting intentions, meditating, planning, sharing gratitude, or exercising. This will help you mentally transition between work and home.
- **Be prepared for meetings:** This means both physically and mentally. Ensure you are dressed and ready for on-camera presentation, at least from the chest up (no one will see your sweats and slippers) and have materials you need for the meeting laid out in front of you.



Focus on Your Health

- **Exercise regularly:** Take advantage of free exercise classes and programs like:
 - CorePower free yoga classes via their app (download: [Apple](#) / [Google Play](#))
 - [RevCycle free classes via IG TV](#)
 - [HIITBURN free workouts via YouTube](#)
 - [Peleton App free for 90-days](#) for new members (includes cycling, running, yoga, meditation, strength training, cardio)
 - [Les Mills On Demand](#) offering their online platform of 95 workouts across eight categories for free
- **Get outside:** Get your vitamin D fill and stretch your legs! Go for a run or hike individually, in pairs, or in small groups.
- **Take frequent breaks:** Step away from your workstation every hour, give your eyes a break from the screen, and give your booty a break from the chair. Try setting a timer to help you start and end breaks.
- **Wear blue light filtering and glare eliminating lenses:** Keep your eyes happy and healthy while spending hours in front of a screen.
- **Drink water:** Prevent dehydration and drink the recommended 64-ounces recommended by health authorities. Keep caffeine to a minimum.
- **Plan healthy meals and snacks:** Don't let your meal plan fall to the wayside. Prepare meals and snacks in advance when possible, and eat well-rounded meals and snacks.
- **Create digital boundaries:** Establish a daily window of time to disconnect from your phone and computer.

