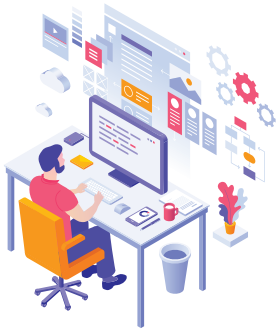


Teleworking Tips

As many of us try to get comfortable with working from home, there are several things you can do to keep your work-life balance in check and maintain healthy and efficient teleworking habits.



Have the right technology in place.

The proper equipment and technological setup are the first step to effectively teleworking. Make sure that you have access to a private Wi-Fi connection and that the applications you need to complete your tasks are accessible outside of the office.



Set up a separate office area.

It can be tempting to work from your bed or couch while you are at home. However, bringing work materials into your bedroom or comfort spaces can interfere with your ability to relax later. Designate an area, outside of your bedroom, that is solely for work.



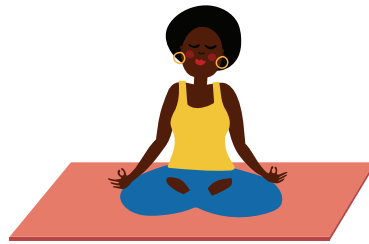
Create a soothing environment.

Once you've designated a special work area, make it your own. Teleworking during this time can be stressful, so keep your stress level under control by incorporating items that make you feel calm. Try setting up your desk in front of a window or lighting candles you enjoy.



Set a schedule.

It is important to maintain a level of structure when teleworking. Set a schedule to help you stay focused on tasks and avoid working odd hours as best as you can.



Take regular breaks.

Be sure to work breaks into your schedule. It is easy to stay sedentary when you are teleworking but taking a break and moving around will help you stay healthy. Get up and walk around every hour to encourage healthy blood flow or take your conference calls standing up.



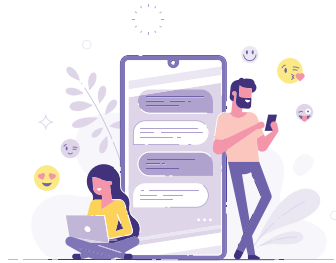
Set limits.

It is important to work as hard remotely as you would in the office, but don't let work bleed into your personal time, or vice versa. Track your hours to keep yourself accountable and aware of how much time you are working each day.



Manage expectations.

Not everything can be accomplished through teleworking. Discuss with your manager what tasks are expected and be honest about what you can reasonably complete during this time.



Stay connected.

Stay connected with supervisors and coworkers to ensure that everyone is on the same page. Use online tools like email and Microsoft Teams to regularly touch base on assignments. Services like SharePoint or OneDrive can keep everyone on the same page.



Eat healthy snacks.

Prepare healthy snacks of fruits and vegetables to help boost your energy throughout the day. This will keep you focused on the day's tasks and prevent you from feeling sluggish and tired.