

HOW TO STAY HEALTHY AND PRODUCTIVE WHILE TELECOMMUTING

Six tips to keep in mind when working from home:



UNIVERSITY OF
TORONTO

BREAKS

Take a 5-minute stretch break every hour and get outside for daily exercise and fresh air. Breathe, take in the scenery and take your mind off work.



BOUNDARIES

Protect yourself from “work creep” by maintaining a regular schedule, creating a work plan and establishing clear boundaries between your work and personal life.



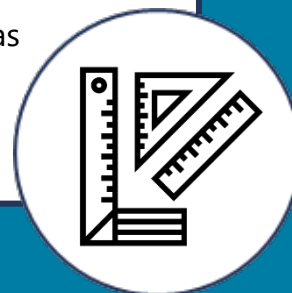
COMFORT

Make your workspace as peaceful, organized, and comfortable as you can. If possible, try to alternate between sitting and standing.



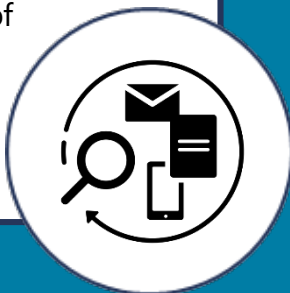
ERGONOMICS

Reduce physical discomfort and review [ergonomic guidelines](#), adjusting your chair and desk as best you can.



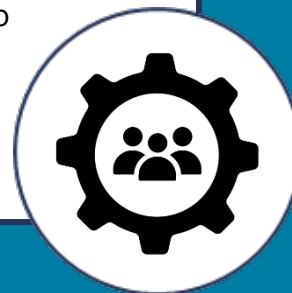
FOCUS

While working on tasks that require concentration, create blocks of time where you do not check email, social media or news sites.



TECHNOLOGY

Successful teleworking may require new tools and skills. Take the time to learn how to [use technology](#) that will support efficiency and connection with your team.



MORE INFORMATION:

If you would like further information on the services and supports available to you, your family/dependents or to your staff, please contact Teresa Scannell, Integrated Wellness Consultant, Human Resources & Equity at t.scannell@utoronto.ca.

Source: tips compiled from a variety of sources on best practices in telecommuting