HOW TO STAY HEALTHY AND PRODUCTIVE WHILE TELECOMMUTING

Six tips to keep in mind when working from home:

**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