



BEST PRACTICES TELEWORKING

- Create physical boundaries by creating and organizing zones that delimit your work or workspace, and that makes your space work for you.
 - ✓ If you must use the dining room table, use a nice rectangular basket tray to store your files and everyday office supplies. Either stow it on an unused chair or bring it somewhere where it can be out of sight and out of mind.
 - ✓ If you have an office in your living space, that is great. If you must share your desk with someone else, use the basket tray to remove and stow your things to make space for the other person. If you have more than one function/activity at your desk, a great way to stay organized and find your things is to colour code your files. For example, use blue files for your work, green for your finances, red for children related activities or information, manila for personal projects, yellow for another person sharing the space. If your budget doesn't allow for multiple-coloured files, use different coloured stickers on each corner of the files.
 - ✓ Invest in a good chair, but also on a tutorial or professional help to determine the best way to set up your desk, chair, and equipment. Provide yourself with proper lighting. Be cognizant of outside light (direct or indirect) and adjust your position accordingly.
 - ✓ If you share your space with other people, think about what you need to create privacy. A closed door with a door hanger if you have an office. A privacy screen if you are in a common area. Curtains in your windows for possible outside prying eyes or distractions.
- Create mental boundaries by creating and organizing habits and routines that will help maintain a work-life balance and increase your wellbeing.
 - ✓ Get up, stand, stretch, walk a few moments every hour. Align your spine so you can align your mind.
 - ✓ At the end of each workday, use a phrase or affirmation to help your brain transition from "work" to "home" example: "Caroline has left the building!", "Feierabend" (German word to say End of the Workday!), "It's time to call it a day!", "Over and out!"
 - ✓ Create a ZEN zone either a room or a space within your living area (chair in the corner of a room) dedicated to peaceful activities. A cozy place to read, meditate, relax, write, colour, anything that is unrelated to work and does not require the use of a phone, tablet or TV. By spending time there at least 15-20 min every day, you send a sign to your brain to relax and for your stress level to go down, which is greatly beneficial for your overall health. If you share your living space with someone, communicate to them that it is your peaceful timeout and respect that time and your space.