

REMOTE WELL-BEING TOOLKIT

This toolkit was designed with you in mind. It's full of tips and resources to help you continue your well-being journey while you work remotely.

IN THIS TOOLKIT

WORKSPACE

We've all heard about maintaining work-life balance, but what happens when your work and life become one? Or your laptop becomes a permanent fixture on your dining room table?

Learn how to set up for success.

NUTRITION

Your favorite lunch spot doesn't deliver to your home office, and your workplace café was more like your personal chef. Now what?

Get inspiration from these helpful tips.

FITNESS

Even if you can't get to your fitness center, don't let your routine fall by the wayside. Regular physical activity has so many benefits, including stress relief and increased focus!

Keep your fitness routine going with a week of workouts.

RESILIENCE

You're stronger than you realize. Explore some of that inner toughness, and take a moment to reflect on how you cope when challenge strikes.

Focus on anticipating challenges and identifying healthy coping skills.

REMEMBER

Setting personal boundaries and limiting your media updates to frequently updated, fact-based government sites can help you stay informed without triggering anxiety or worry.

ADDITIONAL RESOURCES

[World Health Organization](#)

[Centers for Disease Control and Prevention](#)



SETTING UP FOR SUCCESS

Our work and home environments are starting to overlap – which may bring up a lot of mixed feelings. You might be enjoying the absence of a morning commute, but adjusting to an abrupt change in your workspace and daily routine can be overwhelming. Making a plan can keep you feeling mentally prepared and well-balanced. Here are some tips to get you started:



Get organized. Choose a quiet, well-lit place to set up your workstation and other essential items. Try to create boundaries for your workspace that don't overlap too much with your living space (as best you can!).

Make a plan. Using a to-do list is a powerful way to gain control of your time. Spend a few minutes at the beginning of your day making a list of what you need to accomplish and rank each item by importance. Check off items as you finish them. This can give you a sense of accomplishment.

Be realistic. Allow a reasonable amount of time for tasks, and don't schedule work for every moment. Give yourself a start and stop time; leave space in your day for breaks and to manage the unexpected.

Include time for yourself. Your health and well-being are important, so schedule time for good meals, exercise, relaxation and your family and friends.

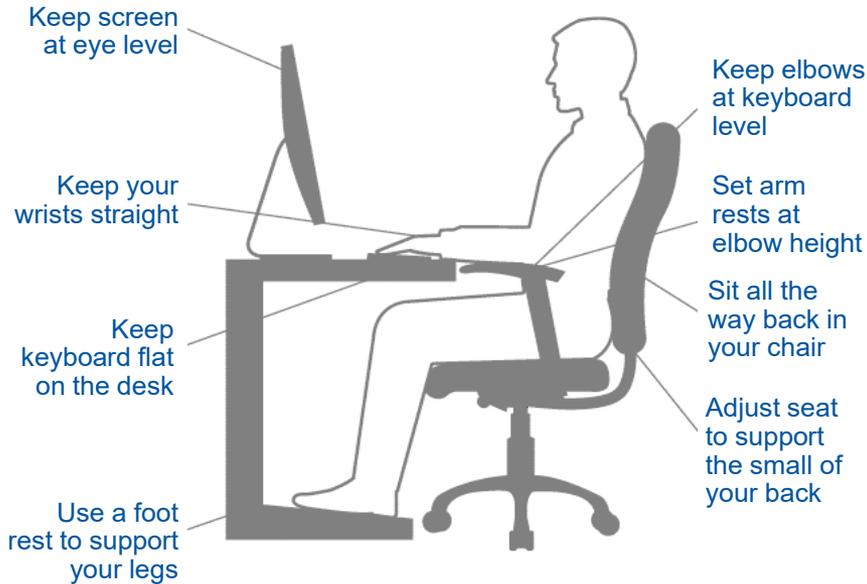
Avoid procrastination. It's easy to get distracted, but delaying things you need to do just creates more stress. If you feel overwhelmed by a task, break it down into smaller parts and tackle one part at a time. Give yourself a reward when you finish each part.

Beware of time-wasters. Phone calls, text messages and emails can interrupt concentration and eat up productive hours. If possible, set aside your phone and schedule specific times for returning calls, messages or emails from friends.

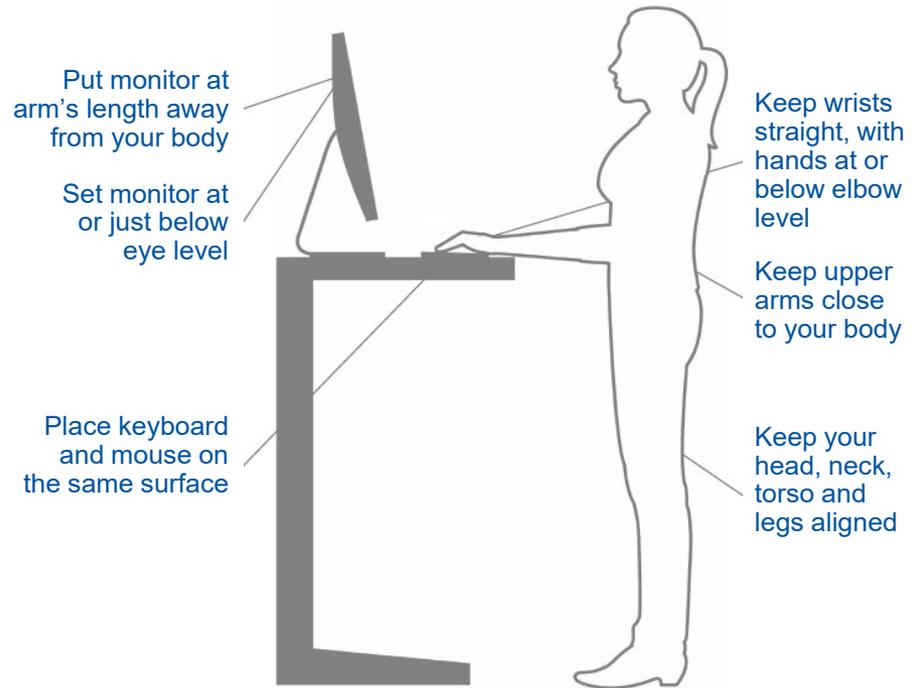


DESK TIPS

Sitting



Standing



Not everybody has access to a proper desk chair at home, so try to make the best of what you do have with these helpful reminders. Your body will thank you later!

- If you're on the phone and don't need to be sitting at your computer, use the time to stand up or move around.
- Change your perspective and positioning throughout the day to refresh your mind and body, and to avoid the discomfort that can be caused by static posture.
- Break up your workday with energizing stretch or movement breaks, healthy snacks, hydration and fresh air!



Keep this list of healthy swaps handy for the next time you find yourself staring blankly into the pantry wondering, “What am I going to eat?!”

Start your day with protein, fiber and healthy fats

Prep an omelet packed with veggies instead of processed meats like bacon and sausage.

Swap your bagel and cream cheese for a whole grain English muffin with nut butter, or swap white bread for whole grain bread topped with cottage cheese.

Mix a variety of fruit, nuts and seeds into plain Greek yogurt.

Keep your momentum through lunch and dinner

Enjoy a sandwich or burger with whole grain bread or a lettuce wrap.

Prep chicken or egg salad with avocado and mustard for some healthy fat and savory tang.

Swap out creamy salad dressings for lighter olive oil vinaigrettes.

Swap mashed potatoes for creamy mashed cauliflower with garlic.

Use spaghetti squash for your pasta dishes instead of traditional pasta.

Swap out white tortillas for corn tortillas, or nix the tortillas altogether and savor your favorite ingredients bowl-style.





ANTICIPATING CHALLENGES



Resilience is the ability to recover quickly when challenges or struggles strike. You become more resilient when you develop coping skills to deal with adversity. Each week, you'll receive a journal activity to help you build resilience when facing tough situations.

This week, we'll focus on anticipating challenges.

When you see trouble coming, you'll be more psychologically prepared for it. Use healthy coping skills you've developed from previous difficult times.

Past challenges Write down five difficult times you have experienced.	Coping skills Write down the healthy coping skills you used to overcome the challenge.