

# 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

## STRETCHES

You're getting into a rhythm with your remote work, and hopefully feeling more comfortable in your workspace.

**Keep up your momentum with these gentle stretches.**

## NUTRITION

A well-rounded and balanced diet, along with a healthy lifestyle, may help to keep your immune system strong.

**Save this list of power foods that may help boost your immune system.**

## FITNESS

Channel your energy into something positive! Regular exercise can be a great stress buster.

**Keep your fitness routine up and stress levels down with a new set of workouts.**

## STAYING CONNECTED

You might be missing your favorite co-workers, but distance doesn't have to stop you from connecting.

**Get creative about incorporating social connection into remote work.**

## RESILIENCE

“Look on the bright side” isn't just another old saying — a positive mindset can actually help you reframe challenging experiences.

**Learn to change negative thoughts into positive ones.**

## ADDITIONAL RESOURCES

[World Health Organization](#)

[Centers for Disease Control and Prevention](#)



# SIMPLE STRETCHES YOU CAN DO ANYWHERE



## Hip flexors

Place one knee on the floor and plant the opposite foot in front of you. (Be sure to pad the knee that's resting on the floor.) Lean your hips forward and hold for 30 seconds; repeat on both sides three times.



## Triceps

Bring your right hand to the back of your head or opposite shoulder blade. Using your left hand, gently apply some pressure to feel the stretch. Hold for 30 seconds; repeat on both sides three times.



## Calf muscles

Standing on a set of steps, place your hands on a wall or banister, then gently drop your heel off the step. Hold for 30 seconds; repeat on both sides three times.



## Glute muscles

Lying on your back, lift your feet off the floor and cross one ankle over the opposite knee. Lift your foot off the ground and bring both legs toward your body. Hold for 30 seconds; repeat on both sides three times.



# GIVE YOUR IMMUNE SYSTEM A POWER BOOST

These power foods offer nutrients that may help boost your immune system, including vitamins A, B6, C, and E, folate, iron and zinc.



## Almonds

These nuts are high in antioxidants and great for adding texture and flavor to dishes; stick to a one-ounce serving of the unsalted variety (about ¼ cup).



## Berries

Many of the nutrients in berries, specifically vitamin C and folate, may help protect against infection. Add to yogurt or use as a salad topping.



## Beans

Beans, lentils and split peas are all sources of immune-supporting minerals. Toss into soups, salads or pasta dishes.



## Fatty fish\*

Salmon, mackerel, tuna and sardines are all good sources of vitamin D, protein and iron — nutrients that help support a strong immune system.



## Dark leafy greens

Leafy greens such as spinach are high in vitamin A, vitamin C and folate. Use on sandwiches or add to pasta and soups.



## Sweet potatoes

The deep orange-yellow color of sweet potatoes indicates that they are high in the immune-boosting antioxidant beta carotene; eat the nutrient-rich skin along with the flesh for maximum benefit.

\*Pregnant women should limit the intake of high mercury fish, like albacore tuna, to 6 ounces or less per week.



# MAINTAIN YOUR CONNECTIONS



**If you're missing your officemate's puns or your favorite lunch buddies, consider these tips for keeping that camaraderie alive:**

Schedule a recurring meeting on your calendars to connect virtually over phone or video.

Get to know your “new” co-workers: if you're at home with a significant other, roommate or child, schedule time for group chats or activities.

Block out time on your calendar for a wellness break that your colleagues or team can do at the same time. For extra connection, do it over video chat!

Start an email chain with co-workers to share funny or positive stories.

Set an alarm on your calendar to go for two or three ten-minute walks during the day; enlist a co-worker to join you virtually!



# RESILIENCE: LETTING GO OF THE NEGATIVE

Resilience is the ability to recover quickly when challenges strike. Each week, we'll give you a resilience-building journal activity.

## This week, we're focusing on letting go of the negative.

In times of stress, reactions of fear and anger are natural, but rarely helpful. Pay attention to the positive people in your life and see how they remain calm during difficult times.



<b>Current Challenges</b> List your five current challenges.	<b>Positive Thoughts</b> Write something positive about the challenge itself or how you might handle it.