Create a dedicated office space for a “work” trigger for your brain

Post simple, clear signage to notify others of times you’re unavailable

Provide a barrier between your space and surroundings to create separation

Take 5 minutes at the end of the day to tidy your area

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Place desk near window if possible and fine tune lighting for sleep quality

Check your ergonomics at www.ewiworks.com

Curate a music stream to make your own radio station of favorites

Flowers or plants can beneficially impact us physically and psychologically

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Use video for a stronger connection with others when reaching out.

Be aware of means of data theft and follow company security protocols.

Work through issues in real time with chat meetings.

Mind: eye contact · facial expressions · voice tone · posture · gestures · timing · intensity of response.

Be aware of means of data theft and follow company security protocols.

Silence notifications when focusing.

Block off “do not disturb” time for focused work.

Noise cancelling headphones and white noise create an auditory zone.

Be mic aware · Camera at eye level · Side lighting best · Remove background clutter.
Go to/get out of bed the same time each day

Elevate heart rate for set amount of time each day

Maintain professional appearance

Make time for a healthy diet

RISE & SHINE

EXERCISE

APPEARANCE

FOOD

Set reminders to drink water · stand · contact a friend

Stand up and move regularly to allow for breaks

Set limits on your workday to be able to disengage

A sense of humor and fun does wonders for mood and engagement

TIPS for BALANCE

Green Business Certification Inc. (GBCI)
Seek out help if you need it

Gratitude

Train your mind to focus and redirect your thoughts

Practice proven technique for relaxation such as Yoga nidra

HELP

Gardening reduces stress

Breathe

Deep breathing is one of the best ways to lower stress in the body

Sleep

Practice sleep hygiene

RELAX

Learn what causes anxiety to better manage

TRIGGERS

TIPS during a QUARANTINE

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