



1 Wake up with time to get ready for the day by taking a shower, getting dressed and making breakfast.



2 Make a schedule that includes breaks and time for lunch.



3 If possible, have a dedicated work area that you can leave during breaks and at the end.



4 Create a to-do list each day that is attainable.



5 Be mindful of your posture, try to use an external keyboard and put your screen at eye-level.



6 Stay in touch with colleagues, use all forms of communication: chat, email, video conferencing and phone calls.



7 Try not to schedule meetings back-to-back, give yourself a break to recharge and collect your thoughts.



8 Be considerate of time zones and work schedules.



9 Keep in mind that every colleague's situation is different. Be flexible with yourself and others this is a difficult time for us all.



10 Keep get up to walk, stretch often and stay physically active.



11 Take care of yourself by finding the balance needed for you and your family, and keeping normal working hours as much as possible.