

## 10 Tips to Enhance Well-Being When Working Remotely

Working in a remote work space may pose some challenges related to schedule, space, and tools, as well as engaging in healthy habits. Here are some ideas to optimize your workspace at home that can promote productivity, comfort, and overall health and well-being.

**1. Follow a regular schedule** – Create and maintain a routine during the weekdays to encourage efficiency and put a flow to the day. Allocate time in your schedule for focused work, meetings, lunch, and other non-work tasks. Use your regular calendar as an efficient tool for planning weekday schedules. Here is an example of a schedule from the American Psychiatric Association:

7:00 a.m. - Wake up, stretch, take care of kids/animals

7:30 a.m. - Breakfast and family time (technology free!)

8:30 a.m. - Work and check on updates with small breaks every 30 minutes or so

12:00 p.m. - Lunch break, get fresh air, stretch & exercise

1:00 p.m. - Work with breaks every 30 minutes, check in with co-workers

5:00 p.m. - Dinner and screen break! Call a friend, family, or loved one

7:00 p.m. – Self-care time

**2. Maintain an ergonomic posture** – Position your body to offer support and remove unnecessary strain on the musculoskeletal system. Bring the keyboard and mouse close to the body, relax the shoulders when typing, keep arms in a relaxed posture and close to the body with a bend at the elbows, place feet on the ground, sit back in the chair keeping full contact to the back of the chair, maintain the neck in neutral, and avoid awkward repetitive motions.

**3. Take movement breaks** – Take a break once or twice every hour. This can include a quick stretch, marching in place, or going for a walk if circumstances allow. Work breaks can improve musculoskeletal health by increasing blood flow and decreasing muscular tension.

**4. Rotate workspaces** – Alternate your working position throughout the day to promote movement. For example, start the day seated on the couch, then move to the kitchen table, try standing at the kitchen counter or take a standing or walking meeting. Use the different spaces in the home to avoid prolonged static work postures. Working from your bed is not recommended unless there are no other options.

**5. Optimize nutrition at home**- Stick to regular meal and snack times (eating every 4-5 hours) rather than grazing throughout the day to promote energy and adequate nutrition. Choosing

nutrient dense foods like fruits, vegetables, whole grains, lean and plant-based proteins and healthy fats can support immune function as well as overall health and well-being.

**6. Focus your attention** – Intentionally limit distractions to help improve efficiency throughout the day. For example, put your cell phone some distance away from you so that you have to get up to answer it, turn off the television, and refrain from doing house chores during allocated work hours.

**7. Create an engaging atmosphere** – If possible, work near natural light or well-lit areas. Listening to calming music not only increases focus but also creates a pleasant space to work. Try streaming services or YouTube for available background music.

**8. Rest your eyes** – Practice the 20/20/20 rule to reset your vision and care for your eyes. Every 20 minutes, remove your eyes from your screen and view something 20 feet away for 20 seconds.

**9. Hydrate** – Maintaining hydration can help boost performance, energy, focus, and mood. Aim for 8-10 8-ounce glasses of water per day.

**10. Practice mindfulness** – When you are able, take a minute to reset by focusing on the natural pattern of your breath. Focusing on the breath can help support relaxation while bringing your attention to the present moment.

**To learn more about well-being and ergonomics in general, visit the pages below:**

[Office of Work/Life Well-Being](#)

[Columbia University Ergonomics](#)