

## Taking care of your well-being while working from home

For many of us, working from home is a new experience. We may need to adjust and develop strategies to continue taking care of ourselves while working from home:

**Create a commute** – One of the challenges of working from home is the lack of transition between your work self and your home self. Simple things such as waking up at the same time, and a morning routine can help you transition from “home” to “work.” Remember to finish your day with a habit that signals the end of the workday. It might be an evening dog walk, or a 6 pm yoga class. Whatever you choose, do it consistently.

**Take mini breaks throughout the day** – Get up and move! Change your sitting or standing position often, go up and down the stairs and check in with your kids and other family members. If you’ve been sitting for an hour, take some time to stretch.

**There is no clear divide between home and work right now, and that’s ok** – Your co-workers understand that interruptions may happen as people have children, other family members, roommates and pets at home. Try to organize your day in a way that allows you to focus when you need to and be fully present during phone and video meetings.

**Set up your workspace** – your work life may invade your home if you don’t have a dedicated space. Avoid working from your bedroom as much as you can. Personalize your home desk as you would your work desk – flowers, pictures of loved ones, or your favorite mug will help you create a space you enjoy. A webinar was developed by the City’s ergonomic services provider on setting up your home space in an ergonomically safe way. [Click here to register and watch the recording](#) (English only).

**Take care of your physical health** – A regular sleep and exercise routine will help you feel at ‘the top of your game’ during work hours. Going for a walk or a run (while respecting physical distancing) during your lunch break will help you stay sharp throughout the afternoon.

**Stay connected** – While you may not see your colleagues every day when you work from home, you can still maintain healthy and meaningful relationships. Check in with your co-workers or plan a 10-minute chat after a video meeting. This will foster a sense of community and togetherness that’s especially important during stressful times.

The Employee and Family Assistance Program is available to provide support via **telephone, text, chat and video counselling**. Employees and family members can reach out to the EFAP provider 24/7 at 1.844.880.9142 TTY: 1.877.338.0275, download the My EAP app now at their device app store (Apple, Android & BlackBerry) or access [workhealthlife.com](http://workhealthlife.com).