# TIPS FOR REMOTE WORKERS

As our community looks to reduce the spread of COVID-19, many office-based workers in Marin County are now working remotely whenever possible. Working remotely not only reduces the time you spend commuting, it helps to reduce greenhouse gas emissions and traffic congestion in our community.

Below are some tips and resources to boost your productivity, connect virtually, stay healthy, and find a work-life balance that works for you.

## BOOST YOUR PRODUCTIVITY

- **Create a transition to work mode with a routine or ritual,** like having a morning cup of coffee or putting on work clothes.
- **Communicate your working hours** to colleagues and household members.
- **Decide on a designated workspace** to limit distractions.
- **Use noise-cancelling headphones or earbuds** if you are distracted by noise.
- **Learn about tech tools** that can help you track, prioritize, and collaborate.

## STAY HEALTHY

- **Move around, stretch, or have an impromptu dance party** once an hour to reduce stress.
- **Build in longer breaks** to help increase focus and improve mental outlook.
- **Use a dining table and straight back chair** if you don't have an office chair and a desk to avoid slouching.
- **Adjust your monitor, keyboard, mouse, and chair to be comfortable** and help prevent strains and pains.

## CONNECT VIRTUALLY

- **Talk to your employer** about what technology is available to use.
- **Determine the right type of technology** for each meeting.
- **Be intentional about connecting with colleagues and team members** to stay connected and get the support you need.
- **Schedule check-ins with your manager** to make sure you're on the right track.

## FIND YOUR WORK-LIFE BALANCE

- **Keep your workspace at arm's-length after hours**, and have a firm stop time for work.
- **Establish household rules** on interruptions while working.
- **Take lunch away from your workspace.**
- **Create structure by planning regular evening activities** to help you shift gears and recharge (e.g., movie night).

For more tips on working remotely, visit
**marincommutes.org/remote-work-tips**

MARIN COMMUTES