

WORK FROM HOME CHECKLIST

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State the following aloud: "It's normal to be less productive right now."

1

Create a new routine (and get dressed in the morning)

Download the detailed weekly calendar of your choice here:
<https://wellness.caltech.edu/ot/time-management-resources>

Plan everything EXCEPT the work. Structure your new schedule around consistent sleep and wake times. Then add in meals, breaks, and planned social time with friends and family.

2

Create a designated work space

Resist all temptation to do your work in bed. Having a designated work space can mean multiple things: separate room, different desk, different logins for work and play. The more distinct, the better.

3

Set concrete goals

Avoid goals that involve "doing as much as possible." Phrase goals using verbs like start/try/attempt/engage in. It's important to acknowledge the effort you put into your work. Feeling overwhelmed? Start with just up to 3 items a day and take it from there.

4

Take meaningful breaks

What do you do for breaks? If you answered "browse the internet," that's fine, as long as you actually like it! Take advantage of this time to engage in hobbies or breaks you genuinely enjoy.

5

Take movement breaks and stretch

It's easy to let the day slip by and before you know it, you've spent 10 hours sitting in your chair. Try a few simple stretches such as rolling your shoulders, arm circles, tilting your neck side to side, and getting up and reaching for the sky.

6

Keep water and healthy snacks within reach

Having a fresh supply of fruit, nuts, and water at your work station will encourage healthy snacking and hydration.

This is just a short list to get you started. Implementing these strategies takes time, so go at your own pace and see what works for you.

Want to see this topic covered more in depth? Visit ot.caltech.edu and attend our workshops!



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