

OCEAN BRIDGE DIRECT ACTION

Resources for Remote Work

A few ideas to help you work from home.

Whether or not you've worked from home before, you know it's not like being in the office. Since you don't have a commute or six walks to the break room every day, you're suddenly in charge of your entire day, which can be overwhelming!

Right now, many of us find ourselves at our kitchen tables or on couches with computers on our laps and a million distractions all around. Maybe you put on clothes this morning, maybe you're still in your housecoat. Maybe you've had lunch, or maybe that just didn't happen today. It's 8:00pm and you feel guilty for not accomplishing more, so why not check your email?

Quick Tips

Setting expectations and healthy habits around your remote work situation is important. After all, the most important job you have is to be you. Here is a list of tips and resources to help you orient yourself to the realities of working from home. Take what you need and leave the rest.

- Force yourself to take scheduled breaks. Literally make a space in your calendar, like you would for an important meeting.
- Don't have a break on your computer: get up, exercise, go out for a walk, put on laundry, do something else – you can check your Insta from the kitchen.
- Schedule your day. You can add tasks to your calendar. Add lunch dates with your family. This helps you focus and time-box properly. It can still be flexible.
- Enjoy small rewards for accomplished tasks. Grab a coffee. Take the dog around the block or tell your goldfish how pretty they are.
- If you cannot focus: stop working, go out to clear your mind. Energy and ideas will come to you when you're not in front of a desk, so don't feel guilty. By stepping away, you're doing the most productive thing you can do.
- Test out which type of location works best for you; try out different rooms in your home, go sit outside or visit a coffee shop. Perhaps a combination of these throughout the week is what helps you maintain focus.
- Make sure you have the right tools; never underestimate the power of a wireless keyboard or a mousepad. Do you have enough light?
- Eat real food. Not just coffee, cookies or crackers. Plan meals or pre-make if you have to.

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- Disconnect a few hours a day, especially before bed. Sure, there are times when you're on a roll, but set your time boundaries and *stick to them*. If you cook, make time to cook. If you read, then do that. Actually listen to a podcast that isn't just background noise.

Resources

Here are a few more resources to check out!

- Great [article](#) that covers the basics for anyone embarking on a remote work adventure!
- Ever get just ...so tired... looking at your screen? [f.lux](#) is a free software that allows you to set your schedule and adjust the colour tone of your screen. This is especially important for sleep hygiene as we head into the winter months. (I've used it for years, it's awesome.)
- [A Soft Murmur](#) lets you create your own background sound mix. Birds and waves? Cool. Rain, thunder and wind? Whatever helps you focus when music or podcasts are too distracting.
- [Trello](#) and Microsoft OneNote are simple, visual ways to keep track of projects you have on the go. Great for checklists and for breaking complex tasks into actionable pieces.
- As an Ocean Bridge participant, you have access to [Homeweb and Homewood Health](#) through Ocean Wise – there are some great resources for pretty much everything, as well as professional mental health support.
- [Calm](#), [Headspace](#), [Simple Habit](#), [Waking Up](#) are all popular meditation and mindfulness apps (not all of them are free). If you need to set aside time to destress, these might help.
- [Darebee](#), [Nike Training Club](#), [Freeletics](#), [Down Dog](#) are all free, or have free options, and provide some structure around workouts. It's so easy to become sedentary when you have no real reason to stand up, so anything that helps you to get moving is worth checking out.