



# BITE-SIZED CAREER STRATEGIES

## Staying Happy While Working Remotely

The pandemic has changed many things — especially how we work. While many of us will be returning to the office, not all of us will be there fulltime; for some, our work will be hybrid — some time in the office and some time working remotely.

Here are some ideas for remaining happy while working outside our traditional offices:

- **Set a routine;** get up, get dressed, and get started at the same time each day.
- **Establish a place to work;** if you are lucky enough to have a dedicated office space, keep your work essentials there. If you don't have a dedicated office space, keep your work essentials together in one place — perhaps in a basket or other container so you can easily set up your space. Don't forget ergonomics — get a decent chair, have your laptop at the right height, and practice the 20-20-20 rule; every 20 minutes, look away from your screen at a site at least 20 feet away for 20 seconds.
- **Meet “in-person” with your teammates;** this means turning on your webcam for meetings, socializing around shared experiences, etc.
- **Leverage technology;** forward your office phone, have a professional voicemail message, use a “background” for virtual meetings as needed, and utilize email tools such as delayed messaging, naming conventions, and templates to maximize efficiency.
- **Avoid distractions;** turn off social media, feeds, etc. When you are supposed to be working, do so!
- Engage in activities to build relationships with your team. Here's a great list and links:

PC Magazine: Everything You Need To Set Up an Ergonomic Home Office:

<https://www.pcmag.com/how-to/everything-you-need-to-set-up-an-ergonomic-home-office>

Boston University: 10 Ergonomics Dos and Don'ts, Working from Home:

<http://www.bu.edu/articles/2020/10-ergonomics-dos-and-donts-for-those-now-working-from-home/>

Mayo Clinic: Your How to Guide (Nice example picture of sitting in front of desk correctly!)

<https://www.mayoclinic.org/healthy-lifestyle/adult-health/in-depth/office-ergonomics/art-20046169>

Remote Team Building Activities & Virtual Socials:

1. Team Lunches
2. Show & Tell: Share something new with the group!
3. Trivia
4. Scavenger Hunt - Group lead makes list of household/office stuff to hunt for/call out, person with most wins!
5. Happy Hour - Break off into smaller groups and rotate
6. Coffee/Water Breaks - Everyone chats for a few while sipping beverages!
7. This or That Game (Cats or Dogs? Chocolate or Vanilla? Book or Movie? Lakes or Oceans? Etc.)
8. More activities here: <https://miro.com/guides/remote-work/team-building>

The above will help you stay connected and happy while working remotely!



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