# Personal

## Keep your morning routine

It tells your brain that it is time for work. It can also make unexpected video calls less awkward.

## Set up your workspace

Evaluate what you need to work properly. Having to move around the entire house breaks your concentration which can cause you to feel less productive and frustrated. As best you can, separate your workspace from your home to avoid the feeling that you're always at work.

## Indicate when you do not want to be disturbed

Just because you're remote doesn't mean you have to pay 100% attention to Slack. If you're going to work on something that requires your full concentration for a while, indicate so by your Slack status or any other way that works with your team.

## Decide on your working hours

This is not for reporting, but for you. It is, in fact, pretty easy to work too much when you're remote. So much like you plan your evening any other day when you're at the office set an approximate time when you should stop working. And remember to actually stop working then.

## Remember to take breaks

You won't have natural chit chats with your colleagues in the kitchen, so remember to take breaks. Get up, get out, stretch your legs. Don't forget about a proper lunch break!

## Respect your co-workers

If an individual has set itself to Do Not Disturb, *really* evaluate if your question needs an answer *right now*. If it actually does, ring that person. Otherwise, be prepared to wait a couple of hours for your answer.

The other way around also applies, don't leave your colleagues hanging for whole days – remember to check in from time to time even if you're in deep work (for example when it's time to take a break anyway).

## Always assume positive intent

Usually you can gauge a person's mood during the "good morning" at 9 – remote work obviously doesn't let you do that: you won't know the context of the other person. So even if all you're getting is a short "No", don't make any assumptions – it may be that something else just popped up and the other person forgot to write the followup. If you're feeling unsure: Ask!

## Sleep, nutrition & physical activity

Keeping regular sleeping hours (and the right amount of them) along with eating well and exercising will be important to keep our bodies and minds feeling good!
Go out for a walk - preferably in daylight. There are a bunch of great home work-out exercises (suggestion: Nike training club) and online yoga classes!

## Information

It's important to keep up to date with information, but be aware of over consumption. Choose one or a few media outlets to listen to, and choose a notification setting that works for you.

## Social

Just because we're practicing social distancing, doesn't mean we have to shut off completely. Give family and friends a call or send them a message. Want company for lunch? Decide a time for lunch with a colleague and set up a hangout = video lunching.