



The University of Texas at San Antonio™

## **Tips for staying physically and emotionally healthy while working from home**

- Maintain regular hours.
- Create a morning routine and a plan for your day.
- Set ground rules with the people in your space.
- Schedule breaks.
- Pick a spot in your home where you will work and make it free of distractions.
- Move throughout the day. Take stretch breaks, walk, or do an online exercise video.
- Stay connected often with your colleagues through Microsoft Teams, email, phone, WebEx, and instant messaging.
- Eat healthy snacks. [Find ideas at the American Heart Association](#).
- At the end of the day, put your work away as a signal that it's time to rest and recover from the day's work.
- [Contact the Employee Assistance Program](#), Deer Oaks, for helpful information and 24/7 counseling services for you and your family to manage stress and adapt to change. Alternately, call 1-866-327-2400.
- Check out the Wellness Resource Guide from the [Rowdy New U program](#) at UTSA about working from home and social distancing.