



TOP 5 STRATEGIES FOR Managing Remote Work Life

There's a lot to love about remote work, but it can present some unique challenges too. These tips will help you **stay productive and mentally fresh in today's remote work environment.**



It's All Routine

Daily routines can provide a calming environment for anticipating activities and setting expectations for your workday. **Consider practicing a morning routine to help you prepare for the day just as if you were going into the office.** This can be as simple as brushing your teeth, eating breakfast, or putting on real clothes before you log on for the day. Similarly, an evening routine can help you turn off work and be present with your friends, family, or time alone.

Boost Productivity with Time Blocking

Meetings have proliferated in remote settings and can quickly take over your day. Determine when you can be most productive and protect your time by **blocking off space on your calendar for uninterrupted focus.** Set your status as "do not disturb" on other communication channels and adjust as needed.



Peek Over the Virtual Cubicle Wall

Be proactive about **engaging your co-workers outside of digital channels** such as email or chat. Hearing another person's voice or seeing them on video can give you a sense of community when working from home.

Clock Out from Work and Into Your Life

"Taking work home with you" has become even easier now that work happens at home. **Set clear boundaries between work and home.** It's OK to "let go" of work at the end of the day and focus on living your life.



Embrace Rest and Time Off

You work hard and your time off is well-deserved. **Even if you don't have specific plans, consider scheduling time off in advance.** In the short term, unplug from your devices and take the dog for a walk, go get a coffee, or meet a friend for lunch.



Reference

"Combating burnout, isolation, and anxiety in the remote workplace," [GitLab](#)