

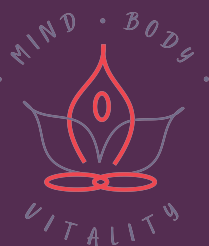


WORKING FROM **HOME** EFFECTIVELY

February Topic:
Working from Home Effectively



Circle of Life:
Home Environment



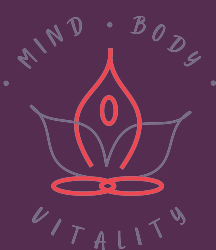
Disclaimer

Participants understands that the role of the Health Coach is not to prescribe or assess micro- and macronutrient levels; provide health care, medical or nutrition therapy services; or to diagnose, treat or cure any disease, condition or other physical or mental ailment of the human body. Rather, the Coach is a mentor and guide who has been trained in holistic health coaching to help clients reach their own health goals by helping clients devise and implement positive, sustainable lifestyle changes.

Participants understands that the Coach is not acting in the capacity of a doctor, licensed dietician-nutritionist, psychologist or other licensed or registered professional, and that any advice given by the Coach is not meant to take the place of advice by these professionals.

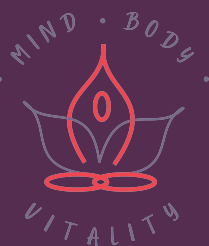
If you are under the care of a health care professional or currently use prescription medications, please discuss any dietary changes or potential dietary supplements use with your doctor and do not discontinue any prescription medications without first consulting with your doctor.

Participants understands that the information received should not be seen as medical or nursing advice and is not meant to take the place of seeing licensed health professionals.



What New & Good

Share in the Chat Box, or
unmute yourself to **SHARE**
anything that is
“New and Good”



Recap of January

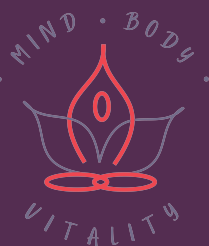
“Wellness in the Workplace”

- Drink more water
- Get out and walk: phone a friend or colleague
- Healthy eating options / snacks
- Recipe exchanges
- Community Supported Agriculture (CSA)
- Stand up and stretch often
- Setting up your computer station ergonomically (EHS)
- Bring plants into your work environment
- Take time to breath and meditate



Chat Box

*What have you implemented
into your routine?*



Opening Meditation



Session is being recorded

Mind, Body, Vitality, LLC



5 Essentials Meditation

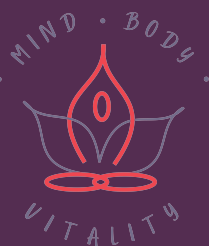
(1) Ground

(2) Tongue: associated with our thoughts

(3) Face: associated with our identity

(4) Belly: associated with our fears.

(5) Breath





Circle of Life: Home Environment

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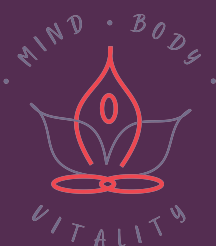


Circle of Life: Home Environment

Home Environment: any aspect of your life that contributes to your living condition. Includes any location you call home. It also includes the country, city or town and neighborhood where you live.

Consider your answers to the following questions:

- What does a balanced home environment mean to you?
 - Envision your ideal home environment. How is it different from your current home?
 - How does your ideal home environment feel? Smell? Look? Sound?
 - How do you want your home environment to reflect who you are?
 - How does your environment support your current goals?
-
- On a scale of 1-10, what is your level of satisfaction with your Home Environment



Circle of Life: Home Environment

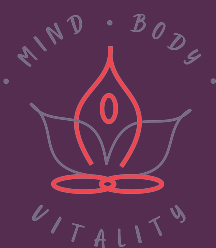
Creating a home environment that's organized and clean can help support emotional and physical health.

Explore ways to create a more positive space

| | |
|---|---|
| <ul style="list-style-type: none">• Create a vision board of your ideal home environment. | <ul style="list-style-type: none">• Start an herb garden |
| <ul style="list-style-type: none">• Fill your home with houseplants | <ul style="list-style-type: none">• Create a cozy sleep space |
| <ul style="list-style-type: none">• Clean and de-clutter your living space | <ul style="list-style-type: none">• Paint your walls |
| <ul style="list-style-type: none">• Light scented candles | <ul style="list-style-type: none">• Organize your pantry |
| <ul style="list-style-type: none">• Hang pictures throughout your home | <ul style="list-style-type: none">• Explore feng shui |

Feng shui: A few tips

- If you've been having trouble sleeping, clean under your bed or remove any work-related items from your bedroom.
- For more romance, add passionate colors in your bedroom or place two live flowers in a vase next to your bed.
- You can release any stuck, stagnant energy by letting in more fresh air to get things moving.
- If you're feeling overwhelmed or unproductive, choose one area to de-clutter. Donate things you no longer use, clean surfaces, and reorganize belongings.



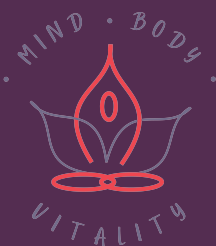


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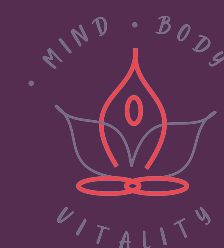




LEAN INTO NEW
POSSIBILITIES

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Distractions

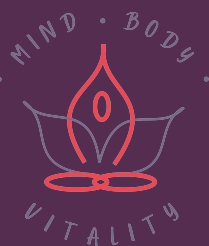
- Family members, pets, roommates, Amazon

Focus

- Remaining productive when unsupervised

Always-on mindset

- Can't get away from the computer



WHERE THERE'S A PROBLEM,
**THERE'S ALWAYS
A SOLUTION**



Environment

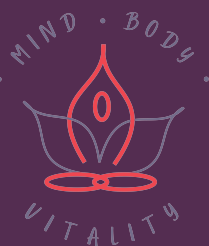
- Create an environment where you can be successful

Focus

- Finding a quiet space.

Office Space

- Find some inspiration on Pinterest



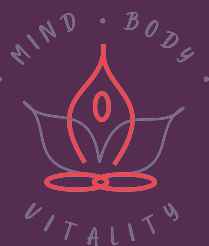


GET YOUR APPS **IN ORDER**

Be ready on the go

- Having your phone equipped with everything you use on your computer and synced.
- Video conferencing (Zoom / Team)
- Slack
- Instant messaging
- Calendar
- Google Suite for spreadsheets and other documents

Keep in mind your Mobile benefits app
<https://catimes.mybenefitsapp.com>





PUT YOUR COMMUTE TIME
TO GOOD USE

- Doing something good for your health.
- Being a ritual that creates a calm and clear state of mind.
- Some ideas include getting more sleep, meditation, making a healthy breakfast, journaling, any movement (walk, run, yoga) or just focusing on your breathing.



REMOVE NOISY **DISTRACTIONS**

- Anticipate distractions
- Try noise-canceling headphones
- Let family members know times when you cannot be distracted



GET STARTED
EARLY

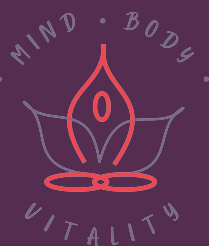
- Set a routine
- Address easy tasks and prioritize your day
- Set the tone for the day





ACT LIKE YOU'RE GOING TO THE OFFICE

- Setting a ritual will spark motivation
- Put on work clothes





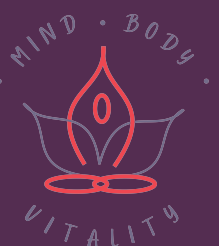
GO AHEAD,
LEAVE THE HOUSE!

- Switch it up, if you can
 - Most places are Wi-Fi enabled



SOCIAL MEDIA CAN BE THE DETRIMENT OF YOUR PRODUCTIVITY

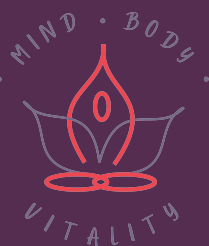
- Turn off social media notification
- Wait until breaks or after hours to catch up





WORK WHEN YOU'RE AT
**YOUR MOST
PRODUCTIVE**

- Identify your peak productive times
- Remember your motivation with naturally ebb and flow





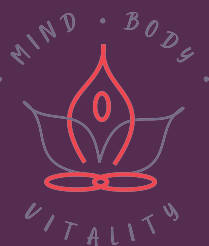
SIGNAL FAMILY MEMBERS WITH A STOPLIGHT SYSTEM

- The Stop Sign is understood by most children
- Designate different colors
 - Red: you cannot be disturbed
 - Green: OK to come in



CHECK-IN WITH CO-WORKERS

- Embrace virtual connection
- Start a virtual morning or afternoon huddle
- Morning coffee chat or a happy hour





TAKE
BREAKS!

- Breaks are important
- Help re-energize and refocus
- Stand, stretch, check on house members



EAT HEALTHY MEALS AND SNACKS

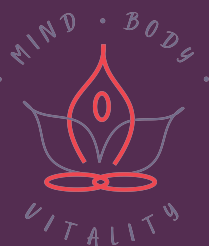
- Prepare some healthy snacks and meals
- Light meals will keep your energy up and allow you to remain focused



TRY A TIME MANAGEMENT APP

Try a Time Management / Productivity App

- Harvest
- RescueTime
- Toggl





MAKE A **PLAYLIST**

Experiment with background music or white noise

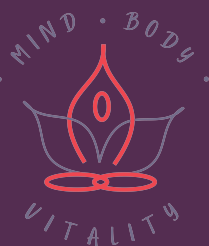
- Talk radio
- Lyric-free soundscapes
- Classical music

Spotify

- Allows you to pick playlists to fit your mood “focus” and “productivity”



- Set Boundaries!!
~They are only effective if they are enforced.





STAY VIGILANT

AGAINST SECURITY RISKS

Beware of hackers

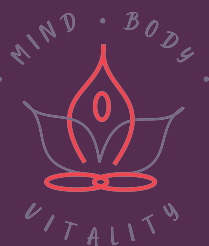
- Work securely
- Be aware of your company's network policy
- Use VPN
- Inform IT of any potential security threats
- Careful to not leave sensitive information around family members or visitors.



TIME'S UP!

Establish a healthy work-life balance

- Set clear working hours
- Schedule personal appointments, errands or tasks early or at the end of the day
- Use an alarm or timer
- Finish important tasks or loose ends
- Turn off the computer

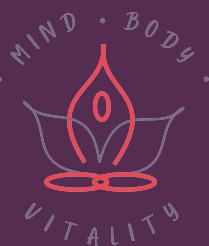




RESOURCES

Tips for working from home:

- <https://www.entrepreneur.com/article/347479>
- <https://www.nextiva.com/blog/working-from-home-tips.html>
- <https://www.inc.com/christina-desmarais/get-more-done-18-tips-for-telecommuters.html>
- <https://blog.hubspot.com/marketing/productivity-tips-working-from-home>
- <https://www.mindtools.com/pages/article/working-from-home-new.htm>





**THANK
YOU**



Homework

- Register on the group Facebook Page (CalTimes Wellness Group)
- Home Environment Circle of Life: assess your satisfaction in this area by answering the discussion questions?
- Prior to our next session try to incorporate 1 or 2 suggestions mentioned and we will discuss them during our next time together.
- If anyone has any questions or suggestions to share, please post them in the FB Group or you can message me.



Chat Box

*I'd love to see in the chat box
one takeaway that you plan
to incorporate.*

