


Tips for Working from Home

Staying Together While Physically Apart

Wellness breaks

Ensure you **coordinate breaks** throughout the day not only for yourself, but for your children and pets as needed. Disconnect and let your teammates know. Our leadership 100% understands what we are experiencing, and that we especially need work/life balance right now.



 Take at least 5-15 minute exercise breaks every two hours. Do some push ups, jump on your stationary bike, go out for a quick run, meditate, or do an online workout session in front of your computer.

Need some help on how to **bust anxiety**?

1. Regulate media consumption
2. No news or email before I'm dressed for the day or before I change for bed
3. Balance your news inputs
4. Do a physical/mental status check
5. Double-down on comforting rituals

Learn how to manage stress in a positive way:



- [Defining stress](#) (3m)
- [Your brain on stress](#) (4m)
- [Breathe](#) (4m)
- [Creating a safe space](#) (3m)
- [Creating a sense of deeper connection](#) (5m)

Work area setup

If you have difficulty focusing at home, try to **get more organized** than you normally would be at office (making a to-do list for the day, finding a dedicated workspace, etc.).

Check out some tips to get the **right setup** for you.

Finding the right work/life balance at home through **helpful time management**.



Transitioning to WFH is a new experience for many of you. Here are some tips:

- Establish a workspace and dress for work.
- Don't sit in front of a window (with sunlight behind you).
- Be comfortable but not too comfortable (don't sit on the couch in front of the TV)
- Do not eat or smoke in your home office area
- Recognize that productivity expectations may change.
- Assume for the social and communication dynamics to be different.
- Recognize that NOTHING will be perfect, and that's OK.

Learn how to **become a more successful remote worker**.

Tech, productivity, and ergonomics tips

Need to learn more about how you take company tech assets home? Want some tips on how to connect to VPN?

- Check out the [CO LAB Working Remotely page](#).
- You can also ask questions on Slack [#help-vpn](#).
- Learn how to be [savvier with Microsoft Teams](#).

Here are some ergonomic tips while working at home:

- Ensure you use a keyboard and mouse
- Bend arms at 90 degrees
- Avoid placing the screen under a fixture,
- Work on a light background to eliminate glare,
- Place your screen at eye-level (use books if necessary)

Check out PayPal's [Ergonomics guidelines and requirements](#) or contact StayInformed@paypal.com if you have questions specific to our current Coronavirus environment.

"Most people spend their days in close proximity to their [manager], meaning communication is easy and effortless. But that's all out the window with remote work, and communication breakdown is even more likely if your workplace isn't used to remote working."

- Crank up the communication
- Treat it like a real job
- Avoid feeling isolated
- Keep spirits up

[Working from home, the right way](#) (BBC)