

**STAY HOME & STAY ERGONOMIC #6**

**National Safety Month – WFH Tips**

Maintaining a routine, helping others, and taking time to focus on self-care are among the tips one Ball State University professor is sharing to help people adjust to working from home and social distancing during the COVID-19 pandemic. Jagdish Khubchandani, a health sciences professor, has shared his recommendations below to help adjust to not only social distancing but working from home as well.

Khubchandani’s tips:

* Maintain a routine. As much as possible, try not to disrupt your sleep-wake cycle, working hours and daily activities. Try to get at least 7 hours of sleep a day.
* Take time to focus on your personal health, training, diet, physical activity levels and health habits.
* Go for a walk or exercise at home. Studies show that only half of American adults today get enough exercise.
* Make the best use of technology to finish your work, attend meetings and engage with co-workers with the same frequency required during active office hours.
* Make time to reassess your skills and training – consider taking an online course, pursuing certification, undergoing training or personality development, or learning a new language.
* Engage in spring cleaning, clear clutter, and donate household items.
* Except for one to two times a day to watch, read or listen to national news for general consumption and local news for updates on the spread of COVID-19 in your community, you’re likely overconsuming information and taking away time for yourself and from friends and family.
* Check your list of contacts on email and your phone. It may be a good time to check on your friends’ and family members’ well-being. This will also help you feel more connected, social, healthier, and engaged.
* Engage in alternative activities to keep your mind and body active. For example, listen to music or sing; try dancing or biking, yoga or meditation; take virtual tours of museums and places of interest; sketch or paint; read books or novels; solve puzzles or play board games; try new recipes; and learn about other cultures.

Don’t isolate yourself completely – social distancing shouldn’t become social isolation. Don’t be afraid, don’t panic and do keep communicating with others. We are in this together!

