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WELLBEING AT WORK

Creating a Healthy Workspace at Home

Whether you work remotely full-time or from time to time, having a clearly designated workspace at home might just improve your wellbeing. Without clear boundaries, it is much easier to become distracted or confused about where to focus your energy.

Here are some things to consider when setting up a healthy home office:

Desk

Make sure your desk is at a comfortable height to prevent muscle tension and strain. Some desks have crank handles that allow you to convert it to a stand-up desk.

Lighting

Natural light has been shown¹ to improve mood, creativity, and quality of sleep. If possible, position your desk near a window or within a room with a lot of natural light.

Seating

Select a chair that is comfortable and ergonomically correct. Make sure it supports² your back properly and allows you to rest your feet flat on the floor.

Noise

Consider where you do your best work. Do you need complete silence, or can you work regardless of external noise levels? If quiet spaces are limited in your home, consider noise cancelling headphones.

Micro-Breaks

Designate a space where you can eat lunch and take small breaks. This will give you a chance to stretch and recharge after bouts of intense focus. If you have the space, consider opting for a home treadmill workstation, where you can walk and work simultaneously.



No matter how often you work from home, carving out a designated workspace will minimize your distractions and set you up to be more productive without neglecting your wellbeing in the process.

1. <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4031400/>

2. <https://www.mayoclinic.org/healthy-lifestyle/adult-health/in-depth/office-ergonomics/art-20046169>



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Time-Management Tips

Be honest: How well do you manage your time? If you find that you procrastinate frequently or miss deadlines on a regular basis, it might be time to reassess your time-management³ habits.

Try incorporating these easy time-management tips into your day:

Time your tasks

Estimate how long each task on your to-do list will take and plan accordingly. For recurring tasks, use the stopwatch setting on your phone to determine how much time the task actually takes. This will allow you to be more accurate with your estimates in the future.

Set a timer

If you tend to lose track of time while working on projects, use a timer that alerts you to take a break periodically. Timers can also help you stick to your schedule, especially when you are juggling multiple projects.

Protect your energy

Be sure to schedule your self-care activities in advance. Take micro-breaks throughout the day and pre-schedule time for meals to avoid burn-out.

Set (and enforce) boundaries

Interruptions can drastically reduce your productivity. Make yourself unavailable by blocking off times on your calendar or posting “do not disturb” notes near your workspace.

Slow your scroll

Set limits⁴ on the amount of time you spend scrolling through social media or news feeds. Schedule the time you plan to allocate to these tasks by adding them to your calendar. If you are tempted to check more often, remove the apps from your phone or turn off notifications.



Experiment with these time-management tips and see how it impacts your productivity.

3. <https://emblog.mayo.edu/2014/10/02/a-very-basic-primer-on-time-management/>

4. <https://blog.globalwebindex.com/chart-of-the-day/daily-time-spent-on-social-networks/>



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Kindness is Contagious

Kindness⁵ is a character strength that is easier to recognize in action than it is to define. Think about the people in your life that you enjoy being around the most. Chances are, they display gestures of kindness frequently, and they light up a room every time they enter.

Words that are most often associated with kindness include generosity, helpfulness, goodwill, grace, understanding, and altruism. These virtues are the building blocks of healthy relationships, both of personal and professional nature.

Kindness is contagious. One small act of kindness can prompt the recipient to not only return the gesture, but to carry it forward as well. In this way, kindness has a compounding effect.

Random acts of kindness⁶ are spontaneous gestures of goodwill that come without the expectation of receiving something in return. They are small gifts given to others for no other reason than to bring joy to someone else's life.

Here are some examples of how you can brighten someone's day with a random act of kindness:

1. Sponsor a child's school project
2. Pick up litter during a walk
3. Tell someone you appreciate them (and be specific about why)
4. Pick up the tab for a toll or cup of coffee for the person in line behind you
5. Leave a big tip
6. Send a hand-written 'thank you' note
7. Open a door for someone
8. Make a donation
9. Teach someone how to do something
10. Send someone a care package

What are some other random acts of kindness that you would add to this list?



5. <https://ahdictionary.com/word/search.html?q=kind>

6. <https://www.randomactsofkindness.org/the-kindness-blog/2943-50-kindness-ideas-for-random-acts-of-kindness-day>



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RECIPE

Cobb Salad Wraps

INGREDIENTS

- 2 cups cubed cooked chicken breast
- 1/2 cup chopped avocado
- 4 bacon strips, cooked and crumbled
- 1 celery rib, thinly sliced
- 1 green onion, sliced
- 2 tablespoons chopped ripe olives
- 2 tablespoons crumbled blue cheese
- 2 tablespoons lemon juice
- 1 tablespoon honey
- 1-1/2 teaspoons Dijon mustard
- 1 garlic clove, minced
- 1/4 teaspoon dill weed
- 1/4 teaspoon salt
- 1/8 teaspoon pepper
- 1 tablespoon olive oil
- 4 romaine leaves, torn
- 4 whole wheat tortillas (8 inches), warmed
- 1 medium tomato, chopped

INSTRUCTIONS

1. In a small bowl, combine chicken, avocado, bacon, celery, onion, olives and cheese.
2. In another small bowl, combine lemon juice, honey, mustard, garlic, dill weed, salt and pepper.
3. Whisk in oil.
4. Pour over the chicken mixture; toss to coat.
5. Place romaine on each tortilla; top with 2/3 cup chicken mixture.
6. Sprinkle with tomato; roll up.

Total Time:

15 minutos

Servings: 4



NUTRITION INFO

(per serving)

Calories <i>kcal</i>	372
Carbs <i>g</i>	32
Fat <i>g</i>	14
Protein <i>g</i>	29
Sodium <i>mg</i>	607
Sugar <i>g</i>	6

Source:
<https://www.tasteofhome.com/recipes/cobb-salad-wraps/>