

Productivity:

- Computer monitor
- Have a space outside your bedroom for work (also for well-being) (and especially don't work from bed)
 - (Peter) Maybe even have multiple spaces that you can alternate between
- Sending random messages about work to people over slack to compensate for lack of random conversations that get struck up in the office (also for social)
- I find time tracking very helpful — helps me know when I'm on versus off (these lines can get blurred otherwise) (also for well-being)
- I send my plans to a colleague/supervisor everyday and then check in at the end of the day to confirm I stuck to them or tell them what changed (helps hold me accountable, etc.)
- (Tee) Keep tracking and working through the backlog (if you feel now is the time), but focusing on it too much can be very demotivating
- (Peter) IMO if done right, remote work should be more productive than office work in like 95% of scenarios, though it takes some initial upfront effort and planning
- (Peter) Basically the same rules for being productive in an office apply to being productive not-in-an-office, but people seem to forget all these rules for some reason.
- (Peter) I personally don't do this very well but many people have mentioned to me that it helps to have a very clear separation between your work and non-work, both in space (working in a different place than you live) and in time (having clear working hours and not working outside those hours). Insofar as you can, it is good to work outside the house.
- (Peter) Standard advice still applies - get good sleep, eat well, and exercise regularly. You probably got some mild amount of exercise through your commute that you will want to replace.
- (Peter) Easy access to your own kitchen means you can make good, healthy meals. Take advantage of that!
- (Neil) Do something before you start work to simulate your commute time (go for a walk, cycle, read a book)
- (Neil) Put on whatever clothes you would wear to the office.
- (Neil) Manager can encourage these 3 things: get your work done, be available (during normal working hours), and over-communicate.
- (Marisa) I've found focusmate.com helpful if you find yourself getting distracted and putting off a certain task. They'll pair you up with someone for a virtual 50 minute coworking session. Free for three sessions/week, \$5/month for unlimited.
- (Marisa) (When there's not a coronavirus outbreak,) I find the library to be more conducive to productivity than home and other out-of-home workspaces (coffee shops, coworking spaces, etc.)
- (Siobhan) Make sure your work space is well lit - if you live in a darker place (like a basement suite) you may want to invest in a SAD lamp (or a couple of them!)
- (Siobhan) Partially productivity, partially well-being: Take extra effort to make sure your home is tidy. If you are used to working in a professional space it can be good to ensure your home reflects that.

- (Kim) I am especially likely to Pomodoro when working at home. Helps with both productivity and work/home activity separation

Well-being:

- (Tee) The outdoors (not public places) is your friend. Take walks, go for runs, do pushups for strength training. Try not to get coughed on
- (Tee) Make a clear distinction between social calls and work calls
- (Derek) Indoor exercise options:
 - bodyweight training ([example1](#); [example2](#); [detailed book](#))
 - YouTube HIIT classes (e.g. [The Body Coach](#))
 - Barbell/dumbbell weight set ([example1](#); [example2](#)) or [resistance bands](#)
 - Spin bike + app ([examples](#))
 - Yoga ([example YouTube courses](#))
 - (Tee) engage in intentional mobility training. Best book I've found on this (NYT best-seller [Becoming a Supple Leopard](#). It has lots of great theory on flexibility, mobility and overall joint/muscle health + lots of pictures and recommended routines)
 - (Peter) Good to go to a proper gym and lift weights if you're into that (though maybe not good to go to gyms during COVID)
 - (Peter) Running, biking, all walking are all great and likely COVID-safe
 - (Peter) I bought a [doorframe pull-up bar](#). My indoor routine optimized for speed and convenience is (1) as many pull-ups as possible, (2) as many chin-ups as possible, (3) as many push-ups as possible, (4) as many squats as possible, (5) as many dips as possible, then (6) wall sit as long as possible. Do this circuit without breaks between exercises and motivate yourself by doing more each time. I like to track my progress in a spreadsheet.
 - (Peter) There are some great exercises if you own a kettlebell, but to be honest I don't own one and the last time I tried a kettlebell exercise I accidentally injured myself. >.<
- (Tee) Try not to sit too much. If you need to sit, try different positions and locations to give your back and neck more variation (e.g. chair, couch, floor)
 - (Peter) I bought a cheap [standing desk](#) + [mat](#).
 - (Neil) Drinking plenty of water will encourage you to get up and walk!
 - (Peter) +1 for water. I like to mix ~900ml of water with ~30ml of lemon juice and ~120ml of Gatorade G2, but that may just be me being weird.
- (Neil) A reminder of existing policies: remind employees that current policies like harassment, bullying, and cybersecurity will still be expected to be followed regardless of working from home.
- (Neil) You'd rarely reprimand an employee in a public setting in the office, so don't reprimand them in public channels on Slack.
- (Siobhan) Taking a few minutes each hour to do a full body stretch really improves my focus. I target my neck, shoulders, upper and lower back and hamstrings mostly.
- Kim) Because I am at home, super easy to take even a 5 minute break in nature (or just deck or balcony time), which shown to be linked to happiness and efficiency
- (Neil) Take your usual lunch break

Social/collaboration:

- I DM my colleagues casually (about work and other things) *a lot*. Meets some of those social needs.
- Social skypes
 - Slack offers [Donut](#) which can be used to randomly coordinate Social Skypes
 - We do this biweekly as a 30 minute, water cooler chat (i.e. no work-related talk) with another member of the team
- (Tee) Circulate your calendly with an offer to speak more assertively (has the additional positive of getting other people to schedule their social time as well)
- (Tee) engage in unconventional online social gatherings (e.g. schelling points of different types - webinars, group meetings etc.)
- (Marisa) We have a check-in channel where everyone posts their plans for the day, which can be useful for seeing what everyone's working on and having people chime in if there are other things they want you to work on or if they have resources that can help.
- We also have a fun and memes channel on Slack which is nice for maintaining a sense of community and getting some non-work-related (digital) socialization in
- (Kim) Even the little thumbs up on everyone's plans for the days helps make you feel part of the social group