

## TIPS SHEET:

# Working From Home During the Pandemic



- Eating healthy doesn't have to be expensive. [Use these tips](#) and materials to make healthy choices while staying within your budget.
- Create a grocery game plan (plan weekly meals, make a grocery list, etc.)
- Shop smart using these tips, and [learn more](#).
  - Buy in season produce. They are usually less expensive and are at their peak flavor. Buy only what you can use before it spoils. Learn more from the ["Seasonal Produce Guide"](#) from SNAP-Ed Connection.
  - Try buying canned. Choose fruit canned in 100% fruit juice and vegetables labeled low-sodium or no salt added. These products are just as nutritious as fresh, and often cost less.
  - If you have the freezer space, buy frozen vegetables without added sauces or butter. They are as good for you as fresh and may cost less.
  - Canned and frozen fruits and vegetables last much longer than fresh and it's a quick way to add fruits and vegetables to your meal.
  - Rice and pasta are budget-friendly grain options.
  - Choose hot cereals like plain oatmeal or whole grain dry cereal.
  - Try new whole grain snack ideas, like switching to whole-wheat crackers or popping your own popcorn.
  - Some great low-cost choices include beans and peas, such as kidney beans, split peas and lentils. Use these good sources of protein for main or side dishes.
  - Beans and peas cost far less than a similar amount of other protein foods.
  - To lower meat costs, buy the family-sized or value pack and freeze what you don't use. Choose lean meats like chicken or turkey.
  - When choosing ground beef, make sure it's lean (at least 93% lean) ground beef.



- Seafood doesn't have to be expensive. Try buying canned tuna, salmon or sardines – they store well and are a low-cost option.
- Don't forget about eggs! They're a great low-cost option that's easy to prepare.
- Choose low-fat or fat-free milk. They provide just as much calcium, but fewer calories than whole and 2% milk.
- Buy the larger size of low-fat plain yogurt instead of individual flavored yogurt. Then add your own flavors by mixing in fruits.
- When it comes to cheese, look for reduced fat, or low-fat on the label.
- Drink water instead of buying sodas or other sugary drinks. Tap water is easy on your wallet and has zero calories. A reusable water bottle is a great way to have water with you on the go.
- [Prepare Healthy Meals with these tips](#).
  - Before you start – organize your kitchen, clear the clutter off of your counters, chop up your veggies right when you get home and clean up as you go.
  - [Find a list of healthy meal ideas](#).
- Get Dressed for the Day
  - Don't wake up to the blue hue of your smartphone and immediately start working.
  - Place it across the room, or better yet, in an adjacent one, and force yourself up and out of bed to turn off your alarm each morning. When the alarm does go off, get up and prepare for your day as you would for an office job: take a shower, and get dressed.
- Communicate Often
  - The ability to communicate quickly and reliably is the most priceless attribute a remote employee needs to succeed. Update your manager or boss frequently.



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- Set Goals

- Make a list of things that need to be tackled today, this week, and this month.

- Francesco Cirillo's Pomodoro productivity technique as an effective way to tackle a goal, or even longer projects, by helping you stay focused. Find tips below and learn more here.

- 1. Choose a task you'd like to get done.

- > Something big, something small, something you've been putting off for a million years: it doesn't matter. What matters is that it's something that deserves your full, undivided attention.

- 2. Set the Pomodoro for 25 minutes.

- > Make a small oath to yourself: I will spend 25 minutes on this task and I will not interrupt myself. You can do it! After all, it's just 25 minutes.



- 3. Work on the task until the Pomodoro rings.

- > Immerse yourself in the task for the next 25 minutes. If you suddenly realize you have something else you need to do, write the task down on a sheet of paper.

- 4. When the Pomodoro rings, put a checkmark on a paper.

- > Congratulations! You've spent an entire, interruption-less Pomodoro on a task.



- 5. Take a short break.

- > Breathe, meditate, grab a cup of coffee, go for a short walk or do something else relaxing (i.e. not work-related). Your brain will thank you later.

- 6. Every 4 Pomodoro's, take a longer break.

- > Once you've completed four Pomodoros, you can take a longer break. 20 minutes is good. Or 30. Your brain will use this time to assimilate new information and rest before the next round of Pomodoros.

- Block Out Disturbances.

- Set (and enforce) boundaries if you're working at home by explaining to family members or children that your work area is off limits, and they should avoid interrupting unless it's important. Set aside time and breaks to spend with them, so they don't feel entitled to your working time.

- Stay Active

- Find time to go for short walks to help inspire productivity and creativity. One of the blessings of working remotely is the opportunity to live a more active lifestyle instead of being deskbound, but it's important to make activity a habit. Otherwise you'll fall into the inertia of sitting at your desk all day and never leaving the house at night.



- Maintain Separation

- Separating your technology from the place where you come to recharge and disconnect at the end of the day is invaluable to the discipline needed for working remotely. Just as you should wake up in a room absent of technology, you should return to one once you've completed a day's work. When you log off for the day, log off. Close your work chat programs and emails and consider yourself "out for the day," and "home now."
- Trying to mix work and free time runs the danger of never quite powering down or shutting off and can lead to burnout and depression from feeling like you're always on and available. To boot, your friends and family miss out on the time you would spend with them if you worked in an office instead of at home. Make sure to enforce your boundaries.

[Learn more](#) from this source for the above mentioned programs.