

Information Technology Services

Virtual workplace tips Health and productivity



HEALTH

- Schedule regular time for fitness, healthy meal planning and light leisure activities
- Take frequent stretch breaks during the day
- If possible, block a lunch break in your calendar

PRODUCTIVITY

- Schedule blocks of time in your calendar to focus on work
- Respect time that has been blocked off by your colleagues
- Avoid booking back-to-back meetings

Source: Wellness Tips and Best Practices, The Division of People Strategy, Equity & Culture