WORKING ONLINE

This season may look different, but that won't stop us from being successful. Use these **strategies** to make the most of remote working:

1. Manage your time wisely. Use a day planner to keep track of your tasks. Otherwise, time slips away. Try to get into a productive rhythm early on.

2. Minimize digital distractions. Close out of all non-project related tabs when you're working on a project. Dont allow non-urgent notifications to pop up on your screen.

3. Minimize environmental distractions. Find a quiet space where you can be alone and dedicate it solely to work.

4. Watch out for screen fatigue. Take a short, standing stretch break every 30 minutes to an hour. Take time away from your screen to go outside and get exercise & fresh air.

5. Optimize your workspace. Keep your desk tidy. Use books or a standing desk to put your computer at eye level, so you don't slouch. Use a chair with good back support.