



Remote Working Success Kit

Ideas to Support Your Wellness When You are Away from the Office

When times are uncertain it is important to care for each aspect of wellness. Supporting employees in their physical, mental, and social wellness can be challenging when we are working remotely.

This kit is designed to support you, as the Wellness Council representative, by providing some engagement resources that you can use to encourage employees in your areas to stay well. It contains:

- ✓ Every day guide to healthy living
- ✓ Strategies for working at home efficiently
- ✓ A snapshot of wellness programs and resources
- ✓ Ideas on how to stay connected
- ✓ Tips for keeping your brain active when spending more time at home

Use any or all of these kit items to support the culture of wellness in your areas; reach out to the Wellness Team with questions.

Every Day Healthy Living Reminders

• Physical

- Stay active by taking 10 minute activity breaks throughout the day especially in nature, if possible.
- Healthy eating can help you feel better and stay well. Follow guidelines at <http://choosemyplate.gov>. Try a new recipe and get the family involved.
- Keep up your sleep routine to maintain good immunity. Aim for 7-8 hours each night with regular bedtime and wake up times.

• Emotional

- Manage your stress in a way that works best for you. Try a creative activity, going for a walk, or deep breathing exercises.
- Stay positive during these challenging times. Start a gratitude journal where you list at least one positive thing from each day. You can even get your family involved or build it into an art project!

• Spiritual

- Set aside time each day for prayer and reflection. [Here](#) is a great resource to help guide you.
- With many churches cancelling services, find an online resource to assist with your spiritual practices.

• Intellectual

- Take this time to engage in the professional development opportunities you have been putting off. Creighton has a variety of [resources](#) available to you.
- Find the book or article you haven't been able to get to and make some time to dive in.

• Financial

- Stay on track or adjust your budget to adapt to the new normal.
- Balance your grocery budget by making your way to the back of the freezer. Which items did you forget about? Find a creative recipe to incorporate them into your menu this week. [This website can help](#).

• Environmental

- When the weather is nice, get outside for a walk around the block. Take the family and incorporate a scavenger hunt!
- Enjoy outdoor time with basketball or soccer in the driveway or backyard.

Working at Home Effectively

- Set up your “office” or workspace
 - Make sure your space is "ergonomically" sound, here are some tips: <https://www.mayoclinic.org/healthy-lifestyle/adult-health/in-depth/office-ergonomics/art-20046169>
- Reduce distractions in your workspace
- Schedule check ins with your manager or team
- Keep a schedule
 - Take breaks, especially for lunch
 - If you have kids at home you might need to find a different work "time" that works for everyone. Work with your managers to figure out what is acceptable.
- Commit to being present in virtual meetings
- Connect with co-workers via phone or video at least once a day
- Get outside to take mental breaks from the computer



Programming and Resources

• Head Games Challenge

- Times are challenging right now. Focus on your mental wellbeing by establishing a mindfulness practice for your daily routine. During this challenge you will receive tools that have been shown to help reduce stress, anxiety, depression, and even chronic pain to help you experience a greater sense of peace and well-being.
- Dates: March 23 – April 24
- [More information](#)

• Keep Moving with Virtual Wake Up Workouts

- We'll workout together from the comfort of our homes with these Zoom workout sessions.
- Days: Tuesday and Thursday
- Dates: March 18 – April 2 (more dates added if needed)
- Time: 6:45-7:15 am
- Email Amanda Robine to join the group (amandarobine@creighton.edu)

• Other Resources:

- [Creighton Employee Wellness Facebook Page](#)
- [Creighton Recreation & Wellness Facebook Page](#)
- [Employee Assistance Program](#)

Stay Connected

- Call a friend or family member you haven't talked to in a while
- Host a movie night with the help of a [Netflix Watch Party](#).
- Start a virtual book club. Here are some [tips](#) to get started.
- Find community on the [Creighton Employee Wellness Facebook](#) page by sharing what you are doing to stay well.
- Take some time to connect more deeply with those you live with. Try some of these [conversation starters](#).



Brain Breaks

- Start a new puzzle at home or online
- Order a new coloring book or color by number online
- Start reading a new book
- Play board games with family and friends who are at home or [online](#)
- Complete word searches, sudoku puzzles, and crosswords. Find online resources [here](#).

