



BlueCross BlueShield of Illinois



BlueResourceSM – Workplace Wellness – Work from Home

Tips to Thrive in the Telecommuter World

Flex work is popular for many reasons. The shift from the workplace to a home office is a big one. At first glance, working from home (WFH) seems to come with some pretty good perks. No more long commutes. Checking emails from the comfort of your couch. Heading to the kitchen for a snack anytime you want. Sounds like bliss, right? That's really not how telecommuting works. In reality, you need some ground rules to help you stay on track. Here are a few to help you get started.

Create a routine. Decide what your working hours will be. Set your morning alarm clock, eat breakfast, take a shower, get dressed and prepare for your day.

Set up a workspace. Find a quiet area where you can focus. Organize your desk with everything you need to be efficient and comfortable.

Get up and move. Plan regular breaks in your day. Stand and stretch every hour or take a quick walk around the block to get your blood circulating.

Stay in touch. Check in with coworkers even if you don't have a specific question to prevent loneliness. Schedule video calls for important face time.

Log off and relax. Knock off at the time you'd normally leave work. Disconnect from tech and enjoy other activities that enhance your work-life balance.



Make WFH work for you and your job.

Sources: *How to Work from Home and Still Be Productive.* Cleveland Clinic. 2020.
Work-Life Balance: Tips to Reclaim Control. Mayo Clinic. 2020.

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