

Weekly Wellness Communication

05/20/2020



Staying Productive while Working from Home

On March 17, 2020 Algoma University closed its doors to the majority of its employees and asked them to set-up remote workstations in their homes. Many are fighting with distractions of children, spouses, pets and having to support elderly family members and even neighbors. The normal 9 to 5 day has been tossed out the window, along with many other things we once considered 'normal'. So how do we stay productive when your home space is your work space and the distractions are piling up?

So, first thing's first: you should probably sit up straight, eat some breakfast, and put on some pants!

All joking aside, take a look at these four tips from work-from-home veterans and workplace experts:

Get Dressed! Keep a Morning Routine!

Try to keep your normal routine in place. You may have a bit more sleep time available as there are no longer commutes, but get up, have a shower, do your hair/make-up (if that is your thing!) and get dressed!

Location, Location, Location

Try to find a dedicated space to do your work and keep work and home as separate as possible. This will allow you to focus on your duties at hand, versus who is grabbing food from the fridge and what Netflix show they are watching without you!

Find a Buddy

Just like at the office, it is important to find a co-worker to do daily check-ins with. This will help you ease the feeling of isolation and loneliness, as well as give your mind a break to allow for more productive work after that interaction.

Have a Plan

You may notice that your day is less structured then it used to be. Try to start and end your day on-time (as much as possible!) and put a plan in place on a daily basis. Keep your "To-Do" list going and celebrate when tasks get complete! Remember to take your scheduled breaks – away from your work space, if you can get outside, do it!

"The key is not to prioritize what is on your schedule, but to schedule your priorities."

Stephen Covey

Recipe of the Week Easy Crockpot Chicken Tacos

Try this at home, take a picture, and send to hr@algomau.ca for a feature!

Ingredients

- 1.5 pounds of boneless, skinless chicken breast
- 1 package of taco seasoning
- 1 - 16-ounce jar of your favorite salsa
- All your favorite taco fixings (wraps/shells, sour cream, cheese, guacamole etc).

Steps

- Place chicken in crockpot with salsa and seasoning. Cook for 6-8 hours on low or 4 hours on high.
- Prior to serving, shred chicken and mix in with salsa
- Assemble and enjoy

[LINK](#) to recipe



Weekly Calendar

Five activities to try at home for each day of the week!

WEDNESDAY	THURSDAY	FRIDAY	MONDAY	TUESDAY
Time to get the yard cleaned up and prep the gardens!	Join us for the final talking circle on World Day of Cultural Diversity	Start a daily gratitude journal . It only takes a minute a day!	Keep your brain sharp by trying these online jigsaw puzzles	Check out these cleaning tips 'that actually work'

THE 8 HABITS OF HIGHLY PRODUCTIVE PEOPLE

Habit 1: Ruthlessly cut away the unimportant
(and Focus on the important)

Habit 2: Allocate breaks strategically
(Rest when you are tired)

Habit 3: Remove productivity pitstops
(Things that limit your productivity)

Habit 4: Tap into your inspiration
(Channel your inner muse)

Habit 5: Create barriers to entry
(Don't make yourself too accessible)

Habit 6: Optimize time pockets
(Make the best of every minute)

Habit 7: Set timelines (So things get done)

Habit 8: Automate everything possible
(Outsource, Delegate, Automate)

© Celestine Chua; Full article at:
<http://personalexcellence.com/blog/habits-of-highly-productive-people/>

Quick Links

[Algoma University COVID-19 Updates](#)

[Government of Canada](#)

[World Health Organization](#)

Meet our New Furry Co-Workers!



Note: Refrain yourself to only 15 minutes of COVID-19 related information per day. Stay informed, but keep your mind healthy!

Employee Feature

Hi Everyone, I hope you are all keeping well during these challenging times. Technology is great to keep us connected, but it's good to have a balance and maintain structure to keep yourself healthy. An excellent means of achieving this is to follow a daily routine that keeps your mind & body active. I personally complete a simple workout in the morning and get some fresh air in the afternoons to split up screen time (while responsibly socially distancing of course!). Here is a great quote from an old friend of mine to keep yourself focused!

Ryan Refcio
Systems Analyst

"SUCCESS AT ANYTHING WILL
ALWAYS COME DOWN TO
FOCUS AND EFFORT.
AND WE CONTROL BOTH."

Dwayne "The Rock" Johnson

