



WAYS TO PREVENT TELEWORK FATIGUE

JULY 2021

Try these tips:

- Stick to a work routine and be flexible when needed.
- Adopt 50 minute meetings to allow for breaks between meetings.
- Schedule walking phone meetings - everyone walks in their own neighborhood. Stay alert!
- Reduce screen time by making some audio only calls.
- Schedule "blocks of quiet time" to concentrate on important tasks or projects.
- Reduce multi-tasking. Doing more than one task at a time requires more energy and causes more fatigue.
- Create a "Coffee Club" chat group so that team members can bond from sharing non-work happenings.
- Start a parent support group.
- Maintain understanding for parents who telework. Allow for flexible work schedules to mesh with daycare needs.
- Institute a mental awareness day policy that allows employees occasional time off to re-charge. This would be in addition to regular time off.
- Walk or workout on your breaks and at lunchtime. There are many 7-minute workout options online or in apps.
- Use an online personal assistant such as Cortana.

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