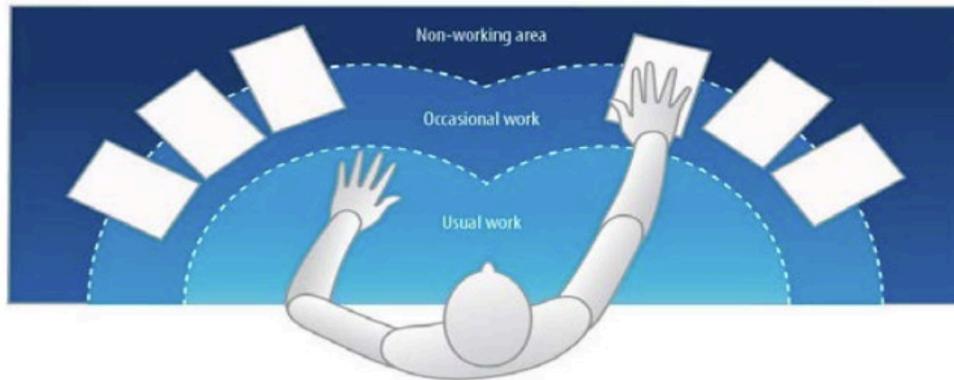


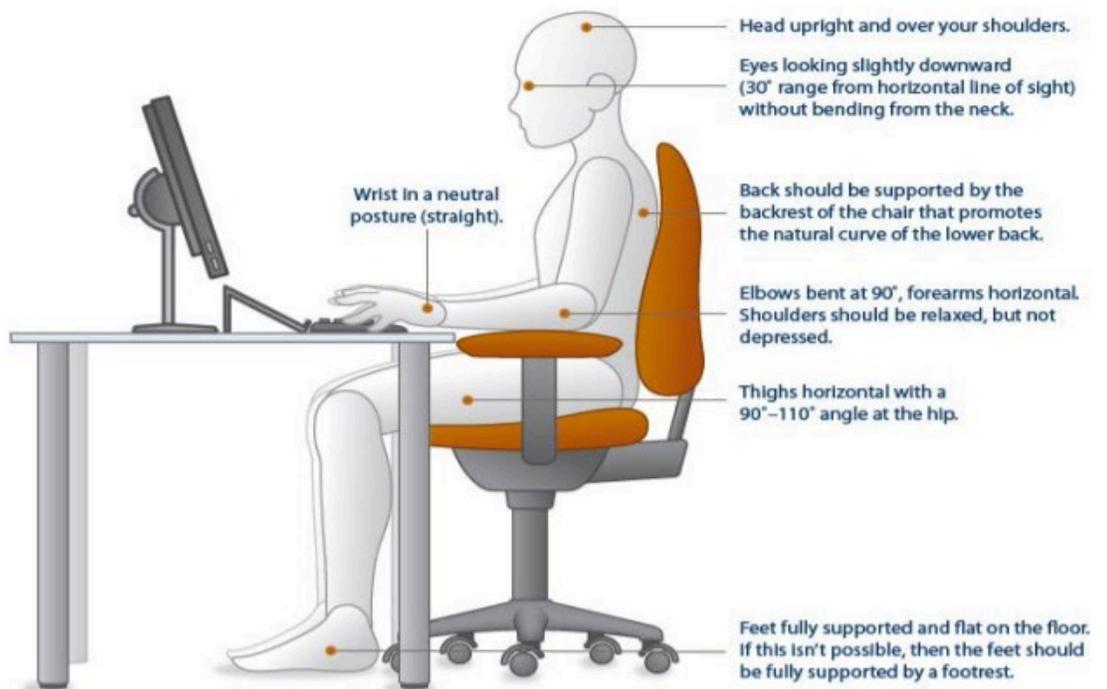
## Setting Up A Digital Workspace

Proper workstation set-up: Remember, we know this is not ideal for everyone, nor doable for everyone, but whatever you can to help, do it!

- Keep all of your most frequently used items in the 'usual work' area (think course items, books, papers, pictures, water bottle, etc.)
- Keep things you will use less, in the 'occasional work' area (other books not needed today, files, phone, etc.)



- If you can, put a bolster (or rolled-up towel) behind your lower back. If your feet don't touch, find a stool, pile of old books, basket, etc. for your feet.



### Why is this coming from an OT?

Occupational therapy practitioners have a distinct value in the area of ergonomics based on understanding the complex and dynamic interactions of the person, the task (i.e., job), and the context and environment (e.g., culture and personality, and where the task occurs).

## Helpful Hints/Tips/Suggestions

- Get Ready for Work: even though you do not need to leave the house to “get” to class, not allowing for our cup of coffee and time to get our mind in the right place can negatively impact the day
- Turn off distractions -TV, phones, music, etc.
- Shut the door if you can, and discuss your schedule/intentions with any housemates/family to avoid interruptions
- TAKE BREAKS! We all know our typical day is more than sitting in front of the computer, so don't do that at home; make sure to move! Schedule a movement break with friends through Zoom/Google meetings, walk around the outside of your house, or to every room, depending on the weather
- Hydrate! Not only is it good to fight against germs, but great for your body (plus, more opportunities for bathroom breaks when you're home)
- Structure your day before logging in. Write down your main goal for the day/main project/one or two things. Don't load up on too many tasks.
- Make sure to have your laptop plugged in, and any charging cords needed for wireless headsets, or other equipment, nearby
- Have a set work space: designate a specific place for a home office--and store all course-related files, reference materials and supplies there; avoid setting up near a bed or a TV (as much as possible, your office space should emulate that of a true work/studying environment)
- Limit the number of times you check email while actively working/studying; we know students are bombarded with emails – schedule time in your calendar to read and respond periodically throughout the day (and stick to the schedule!)
- Don't handle personal tasks during work hours (think laundry, dishes, prepping food); this will make your mind shift, and can interfere with work productivity
- Act as though you are still at school; schedule time blocks for personal tasks and time blocks for academic tasks
- Maintain a healthy lifestyle – Completing coursework at home tends to lend itself to a sedentary lifestyle, not to mention the close proximity of the kitchen and refrigerator

**You can do this! One step at a time, one day at a time!**

**“there is only one way to eat an elephant: a bite at a time.”-Desmond Tutu**

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