

# 22 TIPS ON HOW TO STAY ACTIVE AND PRODUCTIVE



We at inKin have put together a list of tips to help your employees who are working from home stay productive and take care of their health, which is critical for their immune system and morale. From creating corporate wellness challenges to promoting good night's sleep - we touched base on every aspect of promoting employee wellbeing.



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## Keep Regular Working Hours

If you are usually at the office by 8 AM, make sure to be at your “home office” at the same time as well as finish your workday as if you were at the office. This will help maintain a work-life balance.





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## Get Ready for the Work Day

Whatever “get ready” means for you, go through the steps to set yourself up for a successful day. Whether it is putting on makeup or your “WFH” leggings, keep up with your routine!

### 3 Create a Plan for Your Day

If you don't have a plan for the day, your day will slip away before you know it.





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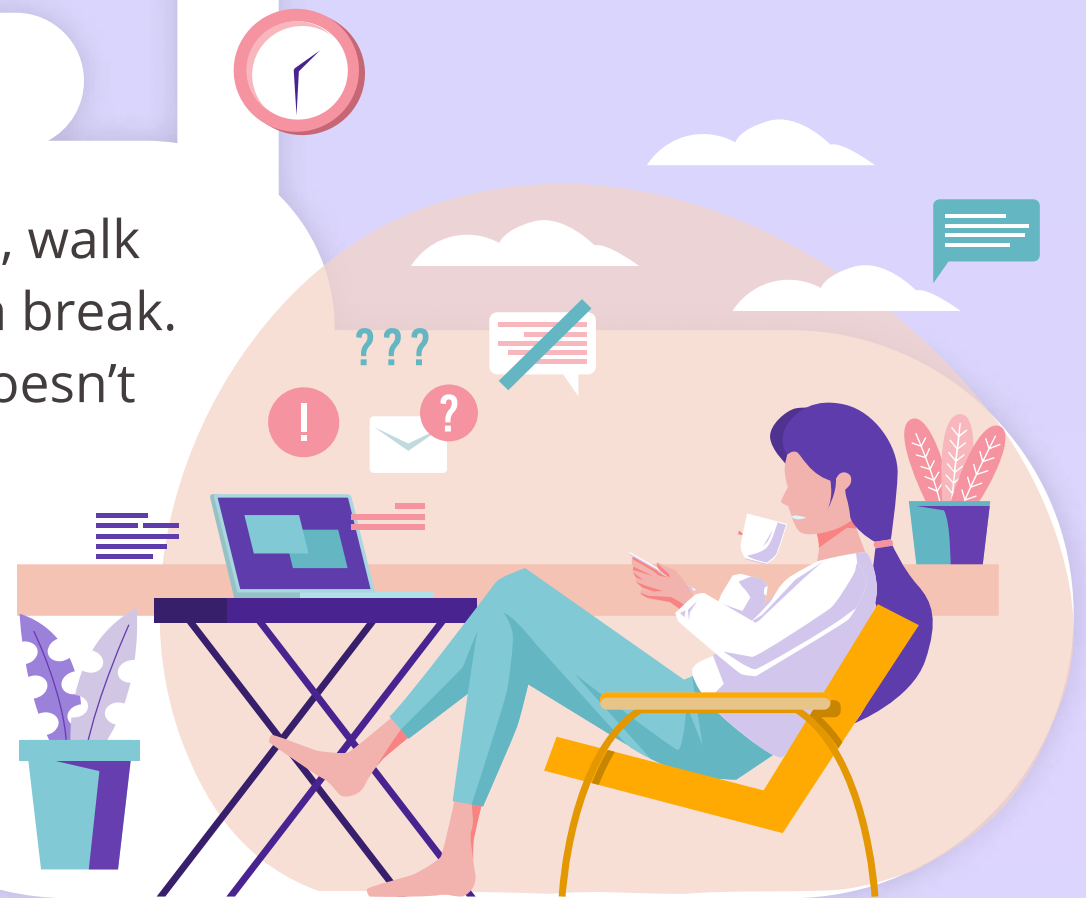
## Create a Work Station

Create a dedicated area specifically for your working hours. Work station and relaxation station should be separate.

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## Take a Break

Get up and grab some tea or coffee, walk around your house, to give yourself a break. Time your breaks to make sure it doesn't turn into a Netflix marathon.



## 6 Schedule Your Lunch



Scheduling a dedicated lunchtime every day will give you something to look forward to just like it does when you are working from the office. Sitting down to have lunch and taking a break will also refresh your mind.

## 7 Walk and Talk

When possible, walk during your conference calls. It is a great way to get your daily steps in while keeping up with work.

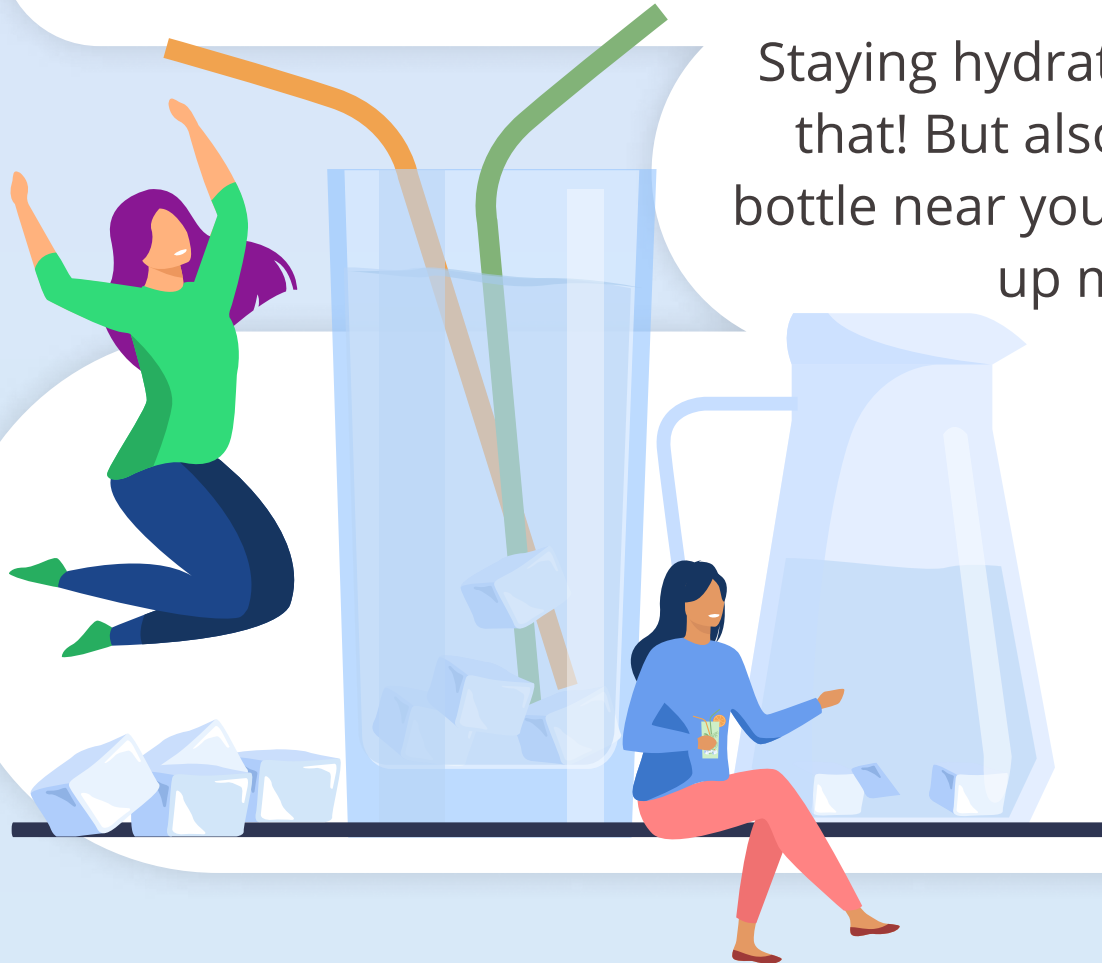




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## Keep a Glass of Water

Staying hydrated is very important, we all know that! But also by keeping a glass instead of a bottle near your work station will force you to get up more to refill the glass.



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## Avoid Netflix at All Costs

If you think you can watch a movie and do work at the same time, you are just tricking your brain. It will take you twice as long to do a task if you are constantly distracted. Finish your work, then enjoy binge-watching your favorite show, again.



## 10 Team Wellness Challenge

To keep the team spirits high, set up a wellness challenge! At inKin, we created a 40-day challenge of getting 10 or more minutes of physical activity every day. A little competition never hurt anybody!



## 11

## Stick to Your Sleeping Schedule

Go to bed and wake up at the same time. Just because you are not commuting to the office, doesn't mean that watching Tik Tok videos until 2 AM won't significantly jeopardize your health and productivity. Remember, 7 hours is the least you can do for your body to rest at night.



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## Know Your Tools

There are many useful tools out there for working from home. Find the tools that work for you and your team and increase productivity.



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## Create a Shared Playlist

Music is known to lift our moods. Create a shared playlist with your team to get you going during the workday.





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## Keep Up With the Traditions

If your team has weekly traditions, whether it is Monday morning breakfast or drinks after work on Friday, it is important to keep up with them. Everything can be done virtually at this point.





## 16 Turn the Video On

It is easy to opt for an audio call, but turning on the video, will give you much-needed face to face time with your co-workers.



## 17 Break a Sweat

From yoga to pilates, to dance workouts, there are many options available online to satisfy everyone. Don't spend too much time sitting down. Make sure to schedule your daily workout and get that heart pumping.



**Self-care is  
non-negotiable. That's the  
thing that you have to do.**

Jonathan Van Ness

## 18 Turn It Off

Once you are done for the day, turn off your computer and notifications. Use that time to relax and rejuvenate. It's all about self-care, isn't it?



## 19 Pick Up a Hobby

Working from home gives us some extra free time. It is the perfect opportunity to pick up a hobby you have been dreaming about. Maybe you feel motivated by all the amazing food recipes - why not experiment with cooking or baking?



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## Learn Something New

Make a habit of learning something new every day, even if it's for five minutes.



## 21 Make Time For Yourself

If you live with family members, try to wake up before everyone else to have some time for yourself. Whether it's a 10-min meditation, reading, learning something new or indulging a cup of coffee in silence, you owe it to yourself!



Rise, shine & do what  
you can today!

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## Take It Day By Day

Most importantly, take everything day by day! Allocate plenty of time to relax and take care of yourself.



## What is inKin?

inKin is a social fitness platform that helps connect people, no matter what device or app they're currently using, to track various measures of health. Our corporate wellness software helps businesses engage their employees in wellness activities so that they can work(out) and grow as a team. At inKin, we will help your company launch an incredible corporate wellness program, tailored specifically to your team's needs. Whatever devices your employees are already comfortable using, we're here to get them connected so that you can create engaging challenges and team-building exercises.



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