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HYBRID EMPLOYEES



Wellness Tips for Hybrid Employees

Today's modern work arrangements offer more telework options, and maintaining wellness as a hybrid employee is central to overall health and productivity. For those who split time between working from home and in an office, you may experience a blend of physical, mental, and organizational challenges. Here are some wellness tips for balancing your hybrid work schedule and your well-being:

- 1. Create parity across workspaces:** Ensure your home and office workspaces are ergonomically set up as similarly as possible. This includes a comfortable chair, a desk at the right height, and computer screens positioned to reduce strain on your eyes and neck. If reasonably possible, secure access to the same supplies and equipment at home as you have at the office.
- 2. Uphold healthy eating habits:** Plan your meals to maintain a balanced diet. When working from home, it's easy to snack unhealthily. At the office, you may be enticed by treats brought in for celebrations or group meetings. Prepping your lunch and snacks in advance can keep you from giving in to mindless or social eating and allows you to opt for healthier foods instead.
- 3. Stick to a routine:** Establish a consistent routine, whether working from home or in the office. This includes waking up at the same time, having set work hours, and designated breaks. Avoid the temptation to overwork, especially when at home. If permitted, consider starting your workday earlier or later to take advantage of traffic lulls during your commute on in-office days.
- 4. Maintain social interaction:** Social connections are vital for mental well-being. Make an effort to interact with colleagues when in the office. Engage with your team through video calls or virtual coffee breaks when working from home.
- 5. Manage your time:** Keep your to-dos organized at home and in the office. Prioritize tasks, set deadlines, and use organizational tools, like planners, apps, or lists, to keep track of responsibilities and due dates, and effectively manage time.
- 6. Take regular physical and mental health breaks:** Take short breaks to step away from your screen throughout the day. Stretch, move around, or do a quick exercise. Or maybe take a walk, meditate, or sit quietly. These breaks reduce the physical and mental strain of prolonged sitting and are crucial for mental well-being.
- 7. Stay connected:** Use technology to stay in touch with your team. In addition to scheduled team meetings by your leadership, having regular check-ins and virtual coffee chats of your own can help you stay harmonized and aligned with work goals.
- 8. Seek support:** If you feel overwhelmed, don't hesitate to seek help from a mental health professional.

When it comes to hybrid work, everyone's needs and preferences differ, so finding what works best for your situation and adjusting as needed is essential.

Reach out to your Employee Assistance Program (EAP) for additional support, guidance, and resources. Consultants are available 24 hours a day, seven days a week, even on holidays to help you with any personal or work-related concern.

24 HOURS A DAY

800-222-0364

foh4you.com

The EAP is a voluntary and confidential employee benefit available to eligible federal employees at no cost.