Tips for Working from Home

Staying Together While Physically Apart



Wellness breaks

Ensure you **coordinate breaks**

let vour teammates know. Our

leadership 100% understands

what we are experiencing, and

that we especially need work/life

Take at least 5-15 minute

exercise breaks every two

hours. Do some push ups,

jump on your stationary bike, go out for a quick run, meditate, or

do an online workout session in

front of your computer.

throughout the day not

only for yourself, but for

your children and pets as

needed. Disconnect and

balance right now.



Work area setup

Tech, productivity, and ergonomics tips

Need to learn more about how you take company tech assets home? Want some tips on how to connect to VPN?

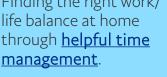
- Check out the CO LAB Working Remotely page.
- You can also ask questions on Slack **#help-vpn**.
- Learn how to be savvier with Microsoft Teams.

If you have difficulty focusing at home, try to get more organized than you normally would be at office (making a to-do list for the day, finding a dedicated workspace, etc.).

Check out some tips to get the right setup for you.

Finding the right work/ life balance at home through helpful time







Transitioning to WFH is a new experience for many of you. Here are some tips:

- Establish a workspace and dress for work.
- Don't sit in front of a window (with sunlight behind you).
- Be comfortable but not too comfortable (don't sit on the couch in front of the TV)
- Do not eat or smoke in your home office area
- Recognize that productivity expectations may change.
- Assume for the social and communication dynamics to be different.
- Recognize that NOTHING will be perfect, and that's OK. Learn how to become a more successful remote worker.

- 2. No news or email before I'm dressed for the day or before I change for bed
- Balance your news inputs
- 4. Do a physical/mental status check
- 5. Double-down on comforting

Learn how to manage stress in a positive way:



- **Defining stress** (3m)
- Your brain on stress (4m)
- Breathe (4m)
- Creating a safe space (3m)
- Creating a sense of deeper connection (5m)

working at home:

- Work on a light background to eliminate glare,

Check out PayPal's **Ergonomics** guidelines and requirements or contact StayInformed@paypal.com if you have questions specific to our current Coronavirus environment.

"Most people spend their days in close proximity to their [manager], meaning communication is easy and effortless. But that's all out the window with remote work, and communication breakdown is even more likely if your workplace isn't used to remote working. '

- Crank up the communication
 - Treat it like a real job
 - Avoid feeling isolated
- Keep spirits up

Working from home, the right way (BBC)