



NYU

Work
Life

Tips for Healthy Remote Work Practices

- Create a pleasant and safe workspace by selecting a comfortable chair and making an environment that is functional and allows you to focus. Review this [ergonomics video](#) for guidelines on how to set up for your workstation as safely as possible.
- If you work in a noisy environment, consider using a noise-cancelling headset with a mute button.
- Identify what needs to get done every day and prioritize the most important and time-sensitive tasks.
- Maintain routines that encourage productivity each day. This includes physical and mental wellbeing practices, getting dressed, taking breaks, and maintaining a regular schedule for eating.
- Create an agreement or a way to notify other household members when you are on a video conference or otherwise shouldn't be disturbed.
- Set expectations for your working hours. It may be easy to just keep plugging away at your desk, but setting boundaries on work hours helps to prevent burnout.
- Stay connected with colleagues by using Gchat, Google Hangouts, and creating open Zoom hours where people can drop in. Checking in with your co-workers and manager during the day is similar to the office walk-by and helps to maintain connection and engagement with colleagues.
- Review the [NYU IT Services for Telecommuting](#) to learn about technologies for NYU employees that are either mandatory or recommended when telecommuting, including security, file sharing, and conferencing services.