

TIPS FOR WORKING REMOTELY



SOCIAL DISTANCING AND WORKING REMOTELY

present new challenges for all of us, ranging from the dynamics of a different work environment to adapting to a new style of engagement with our colleagues. As you adjust, it is important to maintain your physical, emotional and mental health.

Below are some best practices and resources to help you along the way.



1 MAINTAIN A REGULAR SCHEDULE.

Think about your daily routine. Some people work out in the morning before coming into the office or have regular team/client meetings every week. Commute times vary and will change when working remotely.

- **HOW TO:** Revisit and write down your daily schedule. Remember your location's or team's standard office hours (e.g., HQ = 8:00 a.m.–5:00 p.m.). Include adjustments to your routine based on your scenario. Create to-do lists and daily goals. Remember to switch off, as appropriate, at the end of the workday. This will be helpful in maintaining some consistency during these temporary working conditions.



2 TAKE BREAKS AND REFRESH YOUR MIND.

Take breaks and lunch at your usual times. Revisit/respect your office and department's approach (e.g., most people take one hour for lunch, others 30 minutes). If you regularly have a coffee break with colleagues, chat through Teams! This is a very important part of protecting your mental health and overall well-being.

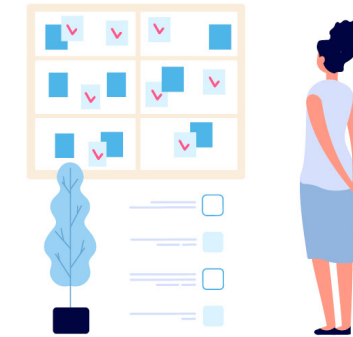
- **HOW TO:** Fully use your break time and step away from your desk and screen (including your cell phone). Go for a 10-minute walk outside, do some stretching exercises or yoga, meditate, make a fresh cup of coffee/tea, etc.



3 CREATE A WORKSPACE FOR WORK.

When working at home, we may have limited options for space and/or get distracted by our surroundings. It is helpful to establish a setup that will help you stay focused and differentiate between work and personal activities.

- **HOW TO:** If you do not have a home office, set up a place for your laptop, phone, office supplies, etc. This may be a space at a kitchen table, a small table in a spare room, etc. Keep office supplies handy. Get creative! Ask colleagues for ideas.



4 SOCIALIZE, AND HAVE A BUDDY SYSTEM.

Alltech upholds a more interoffice/in-person culture, with some exceptions, such as salespeople who are regularly on the road visiting customers. While working remotely, people can feel lonely or disconnected. It can be challenging for team members to interact and for managers to engage with their teams.

- **HOW TO:** Use company technology to build community (Microsoft Teams). WhatsApp is a great, free resource used by many colleagues around the world. Many of you are connected through social media, which includes messaging options. Remember time zones. Be proactive and creative. Have coffee over a video chat. Help each other; keep each other motivated. Reach out to friends who are going through the same thing or work at companies who have remote cultures. How do they face these challenges? Share the responses!

5 STAY CONNECTED, AND FILTER THE NOISE.

The evolving scenario of COVID-19 is all over the news and social media. It can be overwhelming at times. It is important to seek information from reliable, reputable sources. Equally, it is important to be mindful of what you post and reshare on social media.

- **HOW TO:** Identify two to three reputable news sources and watch/listen/read them periodically throughout the day. If you want to post/reshare items on social media, please think about your wording and the people with whom you are connected. Some may be experiencing this situation much more intensely than others. Please be mindful and respectful.

