

A HOLISTIC APPROACH TO REMOTE WORK



**TELEWORK
BLUEPRINT**

VIRTUAL VOCATIONS, INC.

VirtualVocations.com

3 ACTIONABLE STEPS

for Incorporating Exercise into the Daily Routines of Remote Workers

1

SET REALISTIC FITNESS GOALS

Start small with micro-goals, like exercising for 30 minutes, three days per week, then build from there after meeting the benchmark.

2

MAKE SMALL CHANGES TO INCREASE ACTIVITY

Remote workers can set an alarm to remind them to get up from their desks every hour or attempt to plank for the time it takes to warm their lunches.

3

FOCUS ON FUN IN EXERCISE

Try exercises that feel more like playing than working out. Consider fun activities like hiking, swimming, Frisbee, rock climbing, and dancing.

for Incorporating Meditation into the Daily Routines of Remote Workers

1

DEFINE PERSONAL RELAXATION

Telecommuters should evaluate what relaxation means to them individually as well as what they hope to achieve through meditation.

2

EXPLORE MEDITATION STYLES

Learning about a range of meditation styles will help remote workers choose the correct method to achieve their relaxation goals.

3

UTILIZE TOOLS FOR SUCCESS

Technologies like noise canceling headphones, a white noise machine, and meditation apps can heighten the meditation experience and inspire continuation.



3 ACTIONABLE STEPS

for Incorporating Healthy Eating into the Daily Routines of Remote Workers

1

PREPARE MEALS IN ADVANCE

Meal prepping can save time and money, promote weight control, lower stress caused by last-minute food choices, and inspire a more balanced diet.

2

REMEMBER TO EAT

Eating healthy, small, frequent meals will give home-based professionals the fuel they need to be alert and productive.

3

SNACK THE RIGHT WAY

Snacking on fruits and vegetables, whole-grain cereals and crackers, seeds and nuts, and yogurt and cheeses can provide a midday or post-exercise energy boost.

for Incorporating Positive Relationships into the Daily Routines of Remote Workers

1

CONSIDER WORK-LIFE INTEGRATION

Rather than establishing unrealistic work and life boundaries, work-life integration embraces the inevitable intersections between work and private life.

2

KNOW & COMMUNICATE NEEDS

Remote workers should never assume their families or colleagues know their needs. It is important to be self-aware and communicate needs in a timely manner.

3

GET INVOLVED

Actively engaging in work groups as well as hobbies outside of work can mitigate feelings of loneliness and isolation commonly experienced by remote workers.



3 BEST PRACTICES

for Remote Managers to Facilitate a Holistic Approach to Remote Work



GET TO KNOW REMOTE TEAM MEMBERS ON A PERSONAL LEVEL



OFFER WELLNESS INCENTIVES FOR HEALTHY HABITS



IMPLEMENT FLEXIBLE SCHEDULING TO MAXIMIZE WORK-LIFE INTEGRATION

