

Guide to Psychological Comfort While Working Remotely

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1. Communicate, read, and learn. Your goal is to constantly refresh your environment with new information and discover new things both professionally and personally. This will provide continuous emotional relief and variety, protecting you from burnout.

2. Stick to a work schedule, clearly separating your working hours from the rest of your life. The main problem for those transitioning to remote work is time management. Tasks often stretch out over the entire day because remote workers spend up to 12 hours at their computers, getting distracted by social media and news, and then frantically finishing work at night.

→ Workaholics find they can do more while working remotely. They use the time that was previously spent commuting for work, have lunch at their desks, and work in the evenings or on weekends. As a result, their workday extends far beyond the standard 8 hours. **But the body can't handle it, and burnout sets in.**

The solution to this problem is to create a schedule and stick to it. If you're freelancing, decide which hours will be your work hours. If it's a remote job with a standard schedule, strictly adhere to your working hours and disconnect after hours, forbidding yourself from going near your computer.

3. Prepare a dedicated workspace. It's not just about a laptop and your favourite couch—it's better to set up a desk and chair to keep your living space and work area separate.

→ Corporate psychologists warn: *"Don't eat at your computer. First, it's unhealthy. Second, you blur the boundaries of your workspace and prevent your brain from switching gears and changing the environment."*

4. If you find it difficult to separate your work area from your home space or want to avoid distracting other family members, consider renting a "home office" nearby or finding a coworking space. A coffee shop with reliable Wi-Fi where you can stay for 8 hours can also be a good option.

5. Take care of yourself: your health, appearance, and personal life shouldn't be sacrificed for your home workspace. Incorporate regular physical activity into your workday, such as simple exercises or 10 minutes of stretching, either during breaks or before/after work. Choose activities you enjoy.

- For **mental clarity and memory enhancement**, engage in **aerobic exercises like running, cycling, or swimming**.
- **Strength training** can help **generate new ideas and boost creativity**.
- **Team sports or martial arts** can improve **concentration and focus**.

6. Continuing from the previous point: business attire sets the tone for work. Even if you don't need to leave the house, change out of your home clothes into work clothes. This can be as simple as jeans and a T-shirt, but make sure they're designated for work only.

External incentives help trigger internal processes. Don't start work in your pyjamas, especially if that's not something you are used to doing. Clothes, hairstyle, and even makeup can help you feel more productive and ready to work.

7. Avoid developing new bad habits (drinking energy drinks, working late nights, waking up minutes before starting work, eating fast food and snacks, etc.). While these might seem helpful in the moment, they will quickly take over and negatively impact your physical and mental health, ultimately decreasing your productivity in the long run.

8. Avoid work conflicts. Unlike live arguments that may eventually be forgotten, anything said in writing remains. Use soft diplomatic approaches: negotiation, changing the opponent, appealing to a senior colleague, etc. Open conflict can be detrimental to your health and well-being.

9. Don't deny social interaction as part of your life. Maintain communication with at least 1–2 close colleagues. Don't allow yourself to become invisible like a computer program that silently does its job.

10. Prioritise work during working hours. If you struggle with self-discipline, consider using software to block access to non-work-related information. For

some, alternating between work and rest can be beneficial. Try different formats, like 45 minutes of work followed by a 15-minute break, or 25 and 5, and stick with what feels comfortable.

11. Start a side project related to your field or technology, if it is within your means and resources. This not only allows you to switch effectively within your professional activities but also provides new ideas and insights for both projects.

12. Aim for completed actions. There's a belief that remote workers find it more difficult to get promoted because their contributions are less visible. Remote employees often suffer from impostor syndrome – it's difficult to objectively evaluate your own work. Also, consider the lack of approval, support, and direct contact with management.

→ For example, in the office, when we hand in a report, the manager might glance at it and give immediate praise or feedback. **Remotely, we just send an email and receive minimal feedback in return.**

If your work involves long-term projects, break them into smaller tasks that take 1-2 hours each.

13. Take full weekends off. Remote work often becomes stressful not because of the work tasks themselves, but due to our inability to rest outside of home. Find interesting activities that require you to go out, to avoid spending weekends at home.

→ For example, you can go out of town, explore the region for interesting and authentic places, or try "outdoor" hobbies like landscape photography, Nordic walking, or riding a scooter or rollerblading.