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# Time Management and Workplace Health

Part of productivity is having good time management, and making sure you can take care of yourself. Working from home can present its own challenges, and this section will provide some tips on how to stay healthy and productive!

You are allowed to divide your 15 hours a week in a way that suits your lifestyle and workflow the best.

You can use an online time tracking tool to help ensure you are meeting your 35 hours a week target. We recommend the free online tracker [toggl](#).

It is also important to your mental and physical health to make sure you are working with proper physical support to avoid body pain. Below are some resources that can assist you! Please feel free to add any additional resources you find, or you can send your recommendations directly to the Production Coordinator who can add them to this wiki page on your behalf.

## Physical Health in the Workplace

In this section you will find some resources that focus on physical health when working in a remote setting.

NPR did a series called [Body Electric](#) that focuses on physical health working at a computer all day. As stated on their website: "Our bodies are adapting and changing to meet the demands of the Information Age. What is happening? And what can we do about it? This six-part series is an interactive investigation into the relationship between our technology and our bodies...and how we can fix it."

If you are at a desk, try to set it up for [proper support and alignment](#).

If you work from a couch or bed, invest in a lap desk, or use a pillow to avoid shoulder and neck strain. Try to make sure you are looking straight at your screen to avoid neck and shoulder strain.

Take regular breaks. You can try an app like [AntiRSI](#) for Mac, or [Break Time](#) for Windows PC.

The podcast [Ologies](#) has a good episode that talks about different tips and tricks for organizing your time and tasks!

Do regular [stretches](#) to avoid tendonitis and muscle cramps.

Every 20 minutes let your eyes look away from the screen for 20 seconds to avoid eye strain and headaches (stress or migraine.) Rest your eyes for 15 minutes after two hours of continuous computer use.

If you have access, take walks outside during your break.

## Mental Health in the Workplace

Physical Health is directly linked to Mental Health. In this section you will find some resources for mental health tips that can help with focus, stress, and anxiety.

Ana Del Castillo is a life coach who put together [a quick video for tips on how to reset your nervous system](#) for different mental health issues.

The tips are as follows:

- If you are stressed, use the Psychological Sigh developed by Dr. Andrew Huberman. You can find a video below.
- If you are anxious, go for a walk.
- If you are sad, acknowledge your feelings and then move your body.
- If you are impulsive, angry and can't think straight, look out the window and unfocus your gaze.
- If you have low motivation, focus on one spot on your screen for one minute.
- If you are feeling insecure or low self worth, write down your strengths.

Breathing is another great tool for stress and anxiety. Doing regular breathing techniques throughout your day can have a long term impact on your mood and focus.

This first one is great for doing while in public. You can find instructions in the [A Breathing Technique YouTube Video](#). Dr. Andrew Huberman is a tenured professor at Stanford who specializes in the brain and offers some excellent background information about a breathing technique, along with the method itself (2 quick inhales, followed by a slow exhale or sigh) that has good results at lowering anxiety while in a stressful situation.

This first technique is great to do throughout your day and is very good at lowing stress. You can find instructions in the [4-box breathing YouTube Video](#). This one is often used with military personnel to stay calm.

There is a great physical regulation technique that can help with stress and with that kink in your neck! You can find instructions in [Physical regulation of anxiety YouTube Video](#). Fast forward (if you like) to the 5:28 marker when she places her hand on her head for a neck stretch that's part of a technique for reducing and regulating anxiety. It can also help if you experience dissociation (a feeling of being too detached and outside of your body). Although it is more difficult to do in a public place than the previous breathing technique (because it may appear kind of silly), I hope it helps you out.

You can also try the Progressive Muscle Relaxation technique. You can find instructions in [Grounding technique YouTube Video](#). This is a quick 1-minute video on progressive muscle relaxation. It can be effective for reducing levels of anxiety when having an attack, and for grounding against dissociation.

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