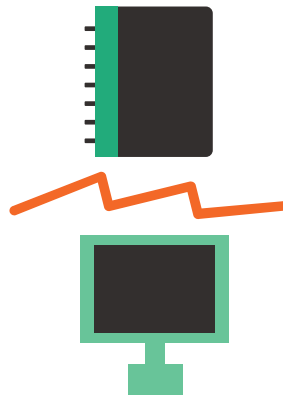## 1. Separate analog and digital.

Don't get stuck in front of your monitor all day. Transferring work offline can help you from stagnating in a constant digital space. This could be doing your planning on paper, ideating with sketches, or marking up a physical textbook. Do your analog and digital tasks in different physical locations if possible. It will help your brain distinguish and switch between the two headspaces more deliberately.

2. Put up a busy sign.

If you're working from the living room couch, let everyone know you're in a meeting by taping a paper to your laptop that says "In a Zoom meeting." That way, everyone knows not to bother you. If you're working in a room alone, you can use the same method to let people know when they shouldn't barge in and when to be quieter near your door. Put up a Command hook and hang a sign. It could be a dry-erase board or a piece of cardstock with one "do not disturb" side that you can flip when you're in a meeting.

DO NOT DISTURB

3. Stay hydrated.

Keep a glass of water (or a water bottle, if you have a history of drowning keyboards) on your desk. Refilling it is a good way to make you stand up every so often, while keeping your hydration levels high. Dehydration can quickly lead to headaches, lightheadedness, and other issues.

4. Let the light in.

If you have a window, let in some sunshine. If you don't have natural light, make sure your space is well-lit with both ambient light and task lighting. If possible, put a diffused light lamp behind your screen. This will reduce eye strain, as well as eliminating backlighting on your video chats..

5. Wear headphones.

Sometimes you can't control the space around you, but you can control whether you hear it. Headphones give you a quick and portable personal headspace. If music is distracting for you, try ambient noises instead.