

Employee Checklist For Productivity During Crisis

PLAN YOUR DAYS AND SET YOUR TARGET:

Prioritize the tasks and set the target for your working day. This can provide structure to your day as well as a sense of accomplishment as you complete key task.



CREATE A PROPER AND CONVENIENT WORKSPACE IN YOUR HOME:

Set yourself up in a room or space dedicated solely to work. Doing so will help you create and maintain clear boundaries between work and home.



STAY CONNECTED WITH PEOPLE:

Staying in touch with those you care about will help to maintain good mental health during long periods of self-isolation



LIMIT THE NEWS AND HAVE BREAKS FROM SOCIAL MEDIA:

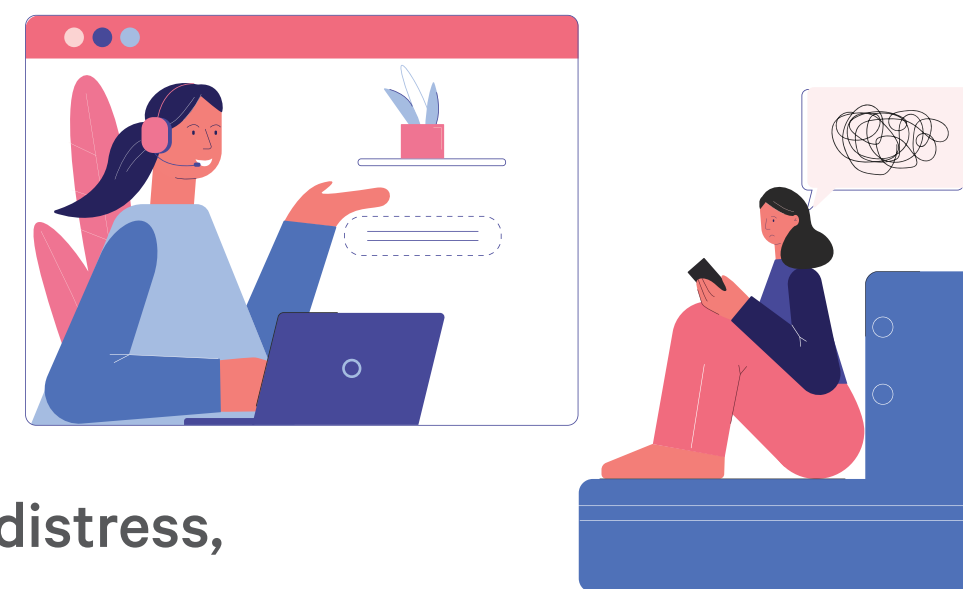
Reading lots of news about crisis news can lead to panic attacks. So, limit the amount of time you spend reading and mute things which aren't making you feel better.



SEEK SUPPORT:

It's normal to feel overwhelmed or stressed by news of the outbreak/crisis.

Acknowledge feelings of distress, activate your support network, and seek professional support early if you're having difficulties.



TAKE MINDFUL BREAKS AND REGULAR EXERCISE:

Creating space in your day to regularly pause and re-connect with the present moment, no matter how briefly, can help you reset and refocus. Ensure to do physical exercise frequently.

