REBALANCING WORK & LIFE

BE WELL

**TAKE BREAKS**
Remember the human mind is built for sprints, not marathons

**EAT WELL**
Regular-scheduled, healthy meals and snacks provide needed energy to be productive

**KEEP MOVING**
- Remember the benefits of exercise
- Go for a walk
- Try out some online yoga

**TURN IT OFF**
Even though home and office have merged, put work away at the end of the day and get enough sleep

BE SOCIAL

**HUMANIZE WORK**
Remember that “social distancing” does not have to mean social isolation

- **Stay connected** via regular communication (team and one-on-one)
- Use video, not just audio
- Incorporate “small talk” and have purely social calls

**EMPATHY AND PATIENCE**
Everyone has burdens right now: economic volatility, closed schools, caring for elderly parents

CONNECT

**EASE OF USE**
The top two factors in successful teamwork are the availability and ease of collaboration technology

**CONTINUOUS LEARNING**
Learning & development go hand-in-hand with company culture, even (or especially) when working remotely

HAVE PURPOSE

**DRIVE CULTURE**
In this time offer your colleagues transparency, clear expectations, communication and direction

**TRUST**
Empower people to do their work and give them room to focus

VIDEOS FOR INSPIRATION

- **The Surprising Ingredient that Makes Businesses Work Better**
  Marco Alverà

- **Social Distancing Without Disconnecting**
  Simon Sinek

- **Confessions of a Recovering Micromanager**
  Chieh Huang

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