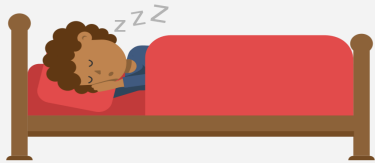


Maintain Your Schedule to Stay Sharp During the COVID-19 Pandemic



Having to self-isolate in our homes can cause us to lose focus and become distracted. That's why it is critical to maintain a normal work schedule when you have to work from home. It is also important that you stay busy and avoid as much down time as possible. This will assure that your mind stays sharp. Here are some tips that will help you maintain a schedule and stay sharp:



Avoid falling into a “lay around” mode or sleeping excessively. However, it is very important to get adequate rest.



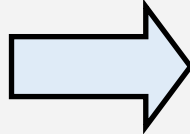
Maintain personal hygiene regimens.



Make time for “play” or doing things that bring you joy.



Find tasks around the home that need completion.



This maintains physical and mental activity. Also, gives one a sense of accomplishment.



It is important to stay busy...

- 1.** *Whether it's work or play, limit “white space” in your day.*
- 2.** *Take online courses.*
- 3.** *Renew a neglected hobby or favorite activity.*

- 4.** *Gather for family time activities like games, puzzles and projects.*
- 5.** *Get fresh air everyday. Go for a run, walk, bike ride, etc.*
- 6.** *Switch off the news and pick up a book.*



Questions?

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