

Template: Mental Health Maintenance Checklist for Remote Work

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Based on Article: "Essential Guide to Maintaining Mental Health While Working Remotely"

Website: <https://remotesuccesshub.com/>

A practical checklist to help maintain mental health while working remotely.

Checklist Items:

- 1. Set Clear Work Boundaries**
Define specific work hours to separate professional and personal time, minimizing blur between home and work responsibilities.
Reference Section: Daily routines and habits that protect mental health and boost output
- 2. Prioritize Regular Breaks**
Schedule short breaks throughout your day to recharge, especially during long periods of back-to-back video meetings.
Reference Section: Daily routines and habits that protect mental health and boost output
- 3. Engage in Virtual Socials**
Participate in team virtual socials or casual chats to combat feelings of isolation and strengthen team connections.
Reference Section: Building community, accountability, and access to help
- 4. Practice Self-Check for Mental Health Signs**
Use self-check indicators to monitor your mental health regularly. Acknowledge signs of withdrawal, fatigue, or mood changes.
Reference Section: Common mental health risks and how to recognize them early
- 5. Utilize Mental Health Tools**
Incorporate mental health apps like Headspace or Lyra Health into your routine for stress management and easier access to therapy.
Reference Section: Tools, apps and services to support mental health and productivity
- 6. Create a Comfortable Workspace**
Ensure your workspace is ergonomic and conducive to work, reducing physical strain and promoting productivity.
Reference Section: Workspace ergonomics, boundaries and rituals
- 7. Establish a Daily Routine**
Adopt a structured daily routine to enhance focus and maintain productivity, including set times for work and self-care.
Reference Section: Daily routines and habits that protect mental health and boost output
- 8. Communicate with Managers and HR**
If you notice signs of burnout or isolation, communicate your feelings with managers or HR for support and resources.
Reference Section: Common mental health risks and how to recognize them early