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8 Tips To Help Your Productivity While Working From Home



New York City is facing unprecedented challenges with the COVID-19 pandemic. As many New Yorkers are working from home to stop the spread of the virus, we have provided some tips to help you remain productive throughout a day of working remotely. From starting your work day to getting ready for bed – we've got you covered!

1. Setup your work space and stick to it!

Set a space in your home designated for work. Whether it's a spare room or a certain seat at your kitchen table, decide what space will be for work during work hours. Remove any household clutter from your work space that could distract you. If your home is noisy, use headphones to block out sounds and play your favorite music or podcast that helps you to get into a work groove.

2. Dress like you are at work

If you have a hard time motivating yourself to get work done, try dressing for success. Working in sweatpants or your pajamas may feel more comfortable, but it may also encourage you to feel sleepy and unmotivated. Changing into a different shirt and pants can put you in a different mindset and more willing to work. This will tell your brain that you are doing something new, that it's time to work, not time to relax!

3. Communicate and over-communicate

Since you are not in an office where people can see you, it is critical to communicate with your colleagues and managers frequently. Use various forms of communication (emails, instant messaging, video calls, etc.) to let your boss to know what to expect of you in a given day and to keep your colleagues abreast of the progress on your projects.

4. Hide the junk food!

Working from home means full access to the kitchen. Junk food and unhealthy snacks can be particularly tempting when working from home, but [studies](#) have shown that eating healthy foods leads to an increase in productivity and energy. Therefore, keep your kitchen stocked with tasty and healthy snacks to munch on throughout the day. Also, don't forget to keep your water nearby to stay hydrated!

5. Take a break and step outside a bit

Just as you would in traditional office settings, it's still important to get some fresh air whenever possible. Stepping outside can help your mind recharge and minimize feelings of cabin fever. As long as you're practicing social distancing and wearing a face mask, enjoy some fresh air.

6. Learn a new skill

If you find that work hasn't been as busy as it once was, you can use the free time to develop new or old skills. You might learn something that will boost your résumé or help you tackle a project you are having difficulty with. The [New York](#), [Queens](#), and [Brooklyn](#) Public Library system provides an entire catalogue of online workshops and trainings through their own website or outside providers that are free to library and IDNYC cardholders. Expanding your skillset is as productive as it gets!

7. Work out (even if you really don't want to)

We all know the benefits of staying active. A critical benefit of working out for people working from home is an increase in productivity. Committing to a set work-out can help reduce stress and improve peace of mind. You can use your workout time to signify a break in the day or as a transition to another aspect of your day. Whether you work-out in the morning, during your lunch break, or after you logged out from work, dedicate that time to your well-being.

8. Log off and stay off!

It is very easy when working from home to continue working late into the evening, but that can lead to burnout. Having a set schedule for when to work and when to call it a day helps many maintain work-life balance. Additionally, it is important to try to maintain a consistent sleep schedule that works for you. Logging off at a set time to relax and prepare for bed can help you keep your sleep patterns consistent and allow you to be productive for the next day of work.



#LEADNYC

Earlier this month, the Mayor's Office of Appointments hosted its first virtual professional development event. Organizational development experts from DoITT, Shakil Jordan, Organizational Development Coordinator, and John Magisano, Learning and Training Specialist, led an engaging presentation on practical strategies to increase communication and collaboration while working remotely. Shakil and John highlighted communication challenges that arise while working in isolation, including email misinterpretations, distractions at home, and unclear priorities or expectations by management. They also discussed best practices to minimize miscommunications among staff and managers, such as sharing agendas ahead of a meeting or finding the right medium for your message, including email or phone call. Over 400 city employees participated in this webinar.



Boards and Commissions Highlights

On March 31, 2020, Mayor de Blasio announced the appointment of Jennifer Jones Austin as Chair of the New York City Board of Correction (BOC). The BOC is a nine person, non-judicial oversight board that enacts regulations to ensure that NYC jails are compliant regarding conditions of confinement, correctional health, mental health, and sexual violence prevention. Ms. Jones Austin is currently the Chief Executive Officer and Executive Director of the Federation of Protestant Welfare Agencies (FPWA), an anti-poverty policy and advocacy organization devoted to creating access to economic upward mobility for low-income communities.

Mayor de Blasio notes that Ms. Jones Austin, a lifelong fighter for equality for all New Yorkers, is well suited to take on this role. Throughout her career, Jennifer Jones Austin has chaired and served on various significant boards, commissions, and task forces. "During this unprecedented health crisis, we must do everything possible to protect the health and wellbeing of those in our jails," said Mayor Bill de Blasio. "With her tested leadership skills, it is clear that Jennifer will help ensure we deliver on that mission."

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