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Time Management and Workplace Health

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Part of productivity is having good time management, and making sure you can take care of yourself. Working from home can present its own challenges, and this section will provide some tips on how to stay healthy and productive!

You are allowed to divide your 15 hours a week in a way that suits your lifestyle and workflow the best.

You can use an online time tracking tool to help ensure you are meeting your 15 hours a week target. We recommend the free online tracker [toggl](#).

It is also important to your mental and physical health to make sure you are working with proper physical support to avoid body pain.

- If you are at a desk, try to set it up for [proper support and alignment](#).
- If you work from a couch or bed, invest in a lap desk, or use a pillow to avoid shoulder and neck strain.
- Take regular breaks. You can try an app like [AntiRSI](#) for Mac, or [Break Time](#) for Windows PC.
- Do regular [stretches](#) to avoid tendonitis and muscle cramps.
- Every 20 minutes let your eyes look away from the screen for 20 seconds to avoid eye strain and headaches (stress or migraine.)
- Rest your eyes for 15 minutes after two hours of continuous computer use.

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