

# SELF-CARE TIPS FOR WORKING FROM HOME

## Tips to work from home:

- Try to keep a set schedule
  - Since you do not have to commute to work, it can be easy to get up and get started right away. Others have a routine to still get themselves or their family ready, it can help to keep a schedule to follow and make this transition easier.
- Pretend like you are going into the office
  - Making the association of getting up and getting dressed (like you would if you were going in) can fire up your work motivation to help you get more done during the day.
- Find a dedicated workspace
  - Finding a spot in the house where you are most likely to get work done, with minimal distraction, is a good tip to having a productive workday.
- Plan out your day or week (if possible)
  - Planning out an agenda for each day, or for the week, can help to be productive and give you more satisfaction of crossing those things off the to-do list.
- Stay connected
  - Making sure to stay connected over technology is a big part of keeping a team dynamic going and is a great way to check in on each other and give others support.
- Take breaks
  - It can be easy to get distracted while working from home, so it helps to outline some breaks for yourself.
- Background music or noise can be helpful (different for everyone)
  - Sometimes having the TV or music on in the background can help keep you motivated throughout the day.
- Communication/Collaboration
  - If you are struggling or need some extra help, make sure you are checking in with your coworkers to see if they are available to help-out. Checking in on each other is crucial.



- Exercise or stretch
  - It is helpful to find time to exercise or stretch during the day if you can, it boosts your mood and tends to make you more productive. Now that the weather is getting better, a walk or some time outside may be a good addition to your day.
- Take advantage of the extra time to attend training opportunities
  - Since you may have the extra time, make sure to take advantage of any training opportunities that may come.
- Stay positive (even though it may be REALLY hard)
  - We all know that we preach about good mental health and staying positive through everything, well, now it is our turn. Even just trying to find one thing at the end of the day that was positive can help you to stay happier.
- Don't be too hard on yourself
  - Be disciplined but know that it can be hard to focus on working from home while other things may be going on personally with yourself or others in your home, so cut yourself some slack and know you are doing the best that you can do 😊



## Tips to working from home with your kids

### (or spouse) there as well:

- Have a family schedule
  - Having a schedule that everyone can see is helpful for spouses or kids to know when you are working, when you scheduled breaks for yourself, or when you have meetings so they should try not to interrupt.
- Keeping kids entertained with their own schedule
  - It can be so helpful to give your kids a schedule for what they need to do during the time that you are at work or busy as well. It leads to less distractions and interruptions.
- Be kind to yourself and your family
  - This is a big change for everyone, and nothing is going to be perfect. Trying to keep everyone on task, calm and motivated throughout the day can be a real challenge so know you are not alone, and you can get through it!
- Get help (if possible)
  - If there is anyone who can help you during the day that follows the rules/guidelines for social distancing, ask them for help. Whether that be your spouse or an older child watching a younger one during your conference call.
- Find activities to do together
  - Finding fun things to do together as an incentive may help kids stick to a schedule. Going for a walk as a family during your lunch break or watching a movie together at the end



of the work/school day can be fun things to do during this time at home together.

- Patting each other on the back
  - Making sure to lift each other up and give positive reinforcement for maintaining sanity during this unprecedented situation.

## Self-Care ideas:

- Stock up on healthy treats
- Set boundaries between work and home (don't take it "home with you")



- Try to fit in a workout or stretch
- Make to-do lists or use a planner to set your schedule
- Take breaks and use them wisely
- Create a routine and try to stick to it
- Make sure to socialize (via facetime, WebEx, etc.)
- Pick up a new hobby (reading, learn a new language, crocheting)
- Drink enough water
- Fresh air is your friend
- It is okay to take a mental health day
- Do (at least) one nice thing for yourself a day
- Journal
- Take a bath
- Drink your morning coffee, tea or whatever wakes you up
- Keep your space neat and organized
- Get enough sleep
- Get others involved in your self-care routine (if you want to)
- Have a drink (or two, or three – but be safe about it) 😊

## Self-Care Apps:

- Smiling Mind
- Happier
- The Mindfulness App
- Breathe2Relax
- What's Up
- Mind Shift

## References

### Working from home

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### Self-Care Ideas

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### Apps for Self-Care

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