

Tips for Working From Home



Don't be too hard on yourself

- This is a big change and it takes time to adapt. Experiment with what works best for you. Remember that a sense of normalcy can be comforting at this time, so consider making efforts to maintain any routines that may have been serving you well in your office environment.



Manage communication

- Ask for clarity of expectations
- Make sure teammates know how to reach you
- Pick up the phone more often
- Use video conferencing even when it makes you uncomfortable



Manage your environment the best you can

- Create dedicated workspace even if you need to do so daily on the kitchen table
- Clearly defined work hours & stick to it so you don't end up working all the time
- Build breaks into your schedule and take them
- Make agreements and plans with the people in your space to manage interruptions (*especially if you have young children*)
- Use white noise to help you focus



Manage yourself

- Self-care: manage your energy and attitude during this time of transition. Build resilience practices into your routine to manage stress (deep breathing & mindfulness, short walks and other exercise, get good sleep & nutrition, laughing)
- Stay connected to our vision and your credo. We give life! This is deeply meaningful work that we are all part of supporting. It can be energizing to create positive meaning around what you are doing and why
- Consider reframing some of the new challenges you are experiencing. Take a moment to evaluate your initial reaction to the situation, and try to identify potentially positive elements. A starting point for this could be to address a new challenge by saying, "this is good because..." and challenge yourself to identify some unexpected benefits to the situation
- Socialize virtually to minimize loneliness by staying connected
- Build transitions into (and out of) work (*10 deep breaths, music, time with a pet, casual chat with co-worker, etc*)