



## Work & COVID-19

The idea of working from home in our pajamas always seemed like it would be a great idea. The ability to make home cooked meals and plan crafts throughout the day for our kids was a scene out of an Instagram post. Now that we are here, it is not so picture perfect.

The reality of juggling your workload at home during COVID-19 is starting to settle in. Here are a few things we have put together to help you be successful with less stress.

### Maintain a Routine

- Maintaining structure during the day can lessen the chaotic feeling when we are multitasking our work and home responsibilities.
- Stick to your usual bedtime and wake time.
- Schedule your work hours
- Get showered and dressed for the day.
- Take a 10-minute drive in your car to “get to work.” Can do the same when “leaving work.”
- Create your workspace and only work when in that space.
- Turn off social media and email notifications while you are at work.
- Schedule in time for exercise, cooking, eating and social calls.
- Don’t forget to add mini breaks! (15-minute walk, deep breathing or meditation -bonus stress reduction)

Schedule Idea:

**7:00 a.m.** - Wake up, stretch, take care of kids/animals

**7:30 a.m.** - Breakfast and family time (technology free!)

**8:30 a.m.** - Work and check on updates with small breaks every 30 minutes or so

**12:00 p.m.** - Lunch break, get fresh air, stretch & exercise

**1:00 p.m.** - Work with breaks every 30 minutes, check in with co-workers

**5:00 p.m.** - Dinner and screen break! Call a friend, family, or loved one

**7:00 p.m.** - Self-care time

**9:00 p.m.** - Bedtime



## Create an Office Space

- Try to find a space with a door that can be closed. Creating physical boundaries can help reinforce the message that you need to be working. Anyplace in the house with internet access can act as an office, especially for when you have to ensure calls are uninterrupted. (including pets)
- Check with your manager to set up a kickoff call in the morning to start the day.
- Remember posture and ergonomics to prevent achy backs and necks. Have your screen at eye level. You can prop it up on books if needed.

## Work as a Team

- Split Responsibilities. If you and your partner are home arrange responsibilities for each day so one person is not overwhelmed.
- Kids at home? If able, split the day so each adult has designated time to work uninterrupted. Check to see if your work can be flexible with work hours. (Starting a little earlier or working later)
- Virtual babysitters – Enlist family and friends to Facetime/Zoom/Google meet with your kids to read stories, dance, sing, play games. Get a few things done at that time!

## Unplug

- Schedule time for getting your news and connecting through social media outlets. When we scroll through news and social media while working our productivity declines.
- Set aside a period of time each day without screens. Get outside for a walk, start a hobby, read a book, draw, paint, write.
- Unplugging 1-2 hours before bedtime helps your mind wind down and get ready for sleep.

## Blame it all on Susan 😊

- When all else fails, blame it on Susan! No really- blame it on her and bring some humor to your day.
- Create an imaginary adult at home and give her or him a name. Blame trivial things on this person instead of adding to high tensions at home with relationships
- Example – “Susan forgot to put her dishes away last night”