



MY HEALTH

TIPS FOR WORKING AT HOME

▶ SET UP YOUR WORK AREA

1

- Find a place and designate it as your “work area”. If possible, keep this separate from where you eat, sleep or share family time.
- Pick a solid work surface and a chair with good lumbar support so that you can work in an ergonomically-aligned position. Working from the couch or reclining chair will end up hurting your wrists, shoulders and back.
- Try to have some natural light in the area. Avoid having glare from overhead lights.
- Embrace Tech. Bring your keyboard home, figure out your webcam, learn how to use Citrix and GoToMeeting, and ensure your Internet bandwidth can support the work.
- Shut off your social media channels while you’re working.

▶ SET EXPECTATIONS FOR YOUR FAMILY

2

- Many of us will have children at home, and some will be trying to work through online classes. Schedule “work time” for you and your children so that they are studying while you are working. Create a Team Attitude to keep each other focused.
- Arrange activities to keep younger children occupied (e.g., crafts, art projects, “helping me organize papers for work”, etc.). You may need to shift work hours around high-attention times such as meals, going-down-for-naps, and bedtime.
- Schedule work intervals and set a visible timer (such as the clock on your microwave) to show family members how long you need to work in uninterrupted blocks. Set frequent but smaller blocks if that helps your family give you uninterrupted time.
- Realize that **Family Comes First**. Be easy on yourself and your partners, children and (for some of us) parents. Take time to play, go outside, and use this time to connect in fun ways.

▶ SET EXPECTATIONS FOR YOURSELF

3

- Stay on your schedule as much as you can. Get up, shower and get ready just as if you were going to your regular workplace. This starts the day in a professional mindset.
- For some people, working at home results in working incredible long hours and not being able to “turn off”. At the end of your workday, turn OFF your computer, put it away, and close the door. It will wait.
- For others, working at home is incredibly distracting (Laundry! Walk the Dog! Check the Oil! Facebook!). Use the visible timer discussed above to set work segments during which you concentrate **fully** on the work. Then give *yourself* a break.
- Those breaks are important... and that snack shelf will be calling. Try to get outside for a few minutes, as exercise and sunlight will help regulate your stress better than cookies will.
- It can be lonely. Set up calls with your team and stay connected.
- Understand your work priorities and stay connected with your Manager / Supervisor. Be honest about what you can / can’t get done, where you feel uncomfortable, and the support you need.

This is an unprecedented and stressful time for most of us. Please use our Companies’ Employee Assistance Program if you or your family would find support helpful.

