



## **Working From Home: A New Normal?**

COVID-19 has changed what our daily normal looks like. Many of us find ourselves working from home and managing the growing stress of work, family, and this new existence in social isolation. Following are some tips to help manage working from home, setting personal and professional boundaries, staying productive, and caring for our own mental wellness.

### **1. CREATE ROUTINE**

- Keep your typical work hours. Just because you work from home does not mean you are on the clock 24/7. Stick to your usual start and stop times.
- Take a dedicated lunch break away from your work space. If you would take a break from your office desk, take this break at home too.

### **2. DEFINE YOUR WORK-SPACE BOUNDARIES**

- Designate your work area. You wouldn't sleep at your desk (hopefully!), so don't work from your bed. Leave your laptop or other work equipment in this dedicated space only.
- Turn off devices at the end of your work day, as able.

### **3. RECRUIT SOMEONE TO HOLD YOU ACCOUNTABLE**

- Just like an exercise plan or monthly budget, maintaining balance between work and life takes discipline and consistency to be effective. Having an accountability partner can help quite a bit.
- Tell a partner/friend/co-worker your schedule. Having someone who cares about you enough to give you a firm but kind reminder to disengage and come back to the real world can be a valuable asset!

### **4. CREATE A COHORT AND STAY CONNECTED**

- When you feel isolated, it can be difficult to have as much energy to be productive
- Create your own supportive network of colleagues, fellow work-at-home buddies, or like-minded individuals.

- Utilize the many available social media and business platforms to keep (virtual) face-to-face interaction. For example: Zoom meetings, Microsoft Teams meetings, Google Hangout, Skype, FaceTime, group text chats.

#### **5. REWARD YOURSELF!**

- To keep your motivation up, it's vital to create your own personal rewards (they do not need to be food-related, with time at home get creative).
- Break down tasks into smaller goals and then reward yourself for taking each step.
- Give yourself permission to take a few moments for self-care each day.

**\*Please visit [www.cnybhcc.health](http://www.cnybhcc.health) for further resources and wellness tools\***