



Ascension

Ascension WI EAP

## Tips for Working From Home

Many people have taken a huge leap from on-site employment to complete or partial work-from-home. This can be a big adjustment, especially with children and partners at home too! Here are some quick tips to help you maintain the ever-elusive work life balance.

**Choose a designated workspace.** Only use your workspace when you are “at work.” Set up your supplies and equipment to allow for the most efficient use of your time. If other family members are home, close the door while you are working to minimize distractions.

**Play music in your home office** if you played music at your worksite. Create an atmosphere that is comfortable and motivates you to work. Remove distractions from your home office, and don’t get into the habit of checking personal email or social media during work hours.

**Set a schedule for your work time.** If both parents are working from home set a schedule for when each adult is working or watching the children. Post the schedule and adhere to it as much as possible. Children will also appreciate the posted schedule so they will know which parent is available or working at any given time.

**Get showered, dressed, and ready for work** as if you were going to your usual worksite. Dressing in the appropriate attire will help you feel more professional and productive.

**Set goals, tasks, and timelines** the same way you did at your worksite. If unplanned work calls typically interrupted your ability to complete tasks, this will

also be true in your home office. Plan accordingly, and have realistic expectations.

**Communicate with your coworkers frequently.** Try a brief, planned Zoom meeting at the start of each day, or informal banter through chat, email or text. Your coworkers can help keep you sane, assist in problem solving, and offer encouragement to make this work.

**Take the same breaks that you would at work.** Leave your office space and use this time to eat lunch, take a walk, and converse with others just as you would on a regular workday.

**Make a plan to transition between work and home.** Do some simple stretching exercises, spend a few minutes relaxing, or take a brief walk outside—whatever strategy works best for you. Take time to transition so that work remains “in your office” and your home remains the place you interact with family and engage your typical home activities.

**Explain to your children that during work you are only available for important reasons,** just like when you were at the worksite. When you are not working be ready to give your children some extra attention. Take time to play, read, talk and hug them.