



Supporting Yourself While Working At Home

Everyone is making huge adjustments to their schedules and that can feel very unfamiliar, it is important to retain routines and normalcy during this adjustment.

Each household will have different considerations for work and home life, read through the following suggestions for supporting yourself as we work through this transition together. You can use your EAP sessions to discuss how you are managing the stress that adjustments can bring.



YOUR WORKSPACE



Find yourself some dedicated space that can be a functional area for your home office.

- Sit down and think of the most common things you do during a workday and write down ideas for how to integrate that into your home work space.

Plan for regular check-ins with yourself, your schedule and your coworkers.

- Decide when your regular meetings and updates will occur and make sure everyone knows how to connect.
- Do this even if you are working a lot on your own. Set a time where you stop, review and check in with yourself.

Reset your daily work routines to work for you at home. Instead of trying to force all routines from your office into your remote workspace, assess how things actually function at home and be willing to adjust for efficiency. Don't feel like it has to be perfect, you can continue to make tweaks as you go.

- Make notes each day of what works for you in your space.

Talk through your adjusted needs. We cannot forget to communicate with the people around us. You all will likely be keeping a different schedule and coordinating with them will help you maximize both work and personal time.

- Have a discussion with people in your home or close circle about your work boundaries.
- Consider using your free EAP benefit, you can use your time to discuss work related issues.