

Working From Home Guide



Create a Schedule

Map out your day from start to finish with clear start and end times. Include to do lists, goals, kid time and even mind breaks during the day. Creating a structured schedule (for your kids too) can keep you and your kids focused and on track.



Minimize Distractions

Being at home versus the office can come with more distractions. Try to create a distinct workplace separate from the rest of your home. This can be your "turn on" and "turn off" work station. Putting your phone on do not disturb or moving an unfolded laundry bin away from your desk can help too!



Communicate

When our colleagues aren't a desk away we need to find other ways to communicate. To stay connected and avoid miscommunication a virtual meeting or a phone call can get the job done efficiently. Communicating with others when you are on a lunch break or stepping away is also important to keep each other in the loop.



Take Breaks

Giving yourself some time to unplug and rest throughout your workday is important for our mental health. Little 10 minutes breaks here and there can be anything from outside walks, playtime with your kids, a phone call with a friend or a food fix!



Set Boundaries with your kids

When everyone is home it can be hard to juggle kids and focus on work. Let your children know specific times when you are on "do not disturb." A simple thumbs up or thumbs down sign by your workplace can be a useful tool to communicate with your kids. If your spouse is working too, splitting up work times can give each parent an opportunity of reduced interruptions.