

NEW RULES

for your workday

Working from home looks different than heading into a day at the office. Here are some ways to keep your sanity and maintain productivity.

SET UP SHOP

Choose a location that is set aside specifically for work. Your brain will associate that space with certain expectations.

ESTABLISH A ROUTINE

- ▶ Let your team know your active office hours and keep them as close to normal as possible.
- ▶ Take a few breaks. Stretch, walk outside or grab a healthy snack. You'll come back refreshed.
- ▶ Log off at your usual time.

For a sample schedule, see the sidebar.

FOCUS ON ONE THING

- ▶ Make a list and take on one to-do at a time.
- ▶ Check emails in batches.
- ▶ Limit distractions during a task by:
 - Signing off Microsoft Teams
 - Putting your phone on silent for a period of time

REMEMBER TO CHECK IN

The seemingly endless office chatter was productive to some degree. While working virtually, help your team by establishing a regular communication rhythm.

- ▶ Provide project updates.
- ▶ Share what's going on beyond work and check on others. These are unprecedented times and opening up about your fears, frustrations and celebrations with your team goes a long way.

CREATE BOUNDARIES

If you share a home with a partner, roommate, or children, it's important to establish boundaries. Let them know when you'll be working and gently, but firmly remind them when—not if—they interrupt that you can engage once you've finished up.

These boundaries may look different depending on ages. For example, a young child may give a parent 30 minutes of solo time then need attention whereas a spouse could respect a much longer period.



Sample Schedule

7AM

Wake up, stretch
(take care of kids/animals)

7:30AM

Breakfast and family time
(technology free!)

8:30AM - 12NOON

Work and check on updates
with small breaks every
30 minutes or so

12NOON - 1PM

Lunch break, get fresh air,
stretch & exercise

1 - 5PM

Work with breaks every
30 minutes, check in with
co-workers

5 - 7PM

Dinner and screen break! Call
a friend, family, or loved one

7 - 9PM

Self-care time



SOURCES:

- <https://supermaker.com/articles/how-to-work-from-home-without-going-nuts>
- <https://www.forbes.com/sites/anthonykarcz/2020/03/16/how-to-not-go-crazy-when-youre-working-from-home/?sh=52eccd324272>
- <http://workplacementalhealth.org/Employer-Resources/Working-Remotely-During-COVID-19>
- <https://www.cdc.gov/coronavirus/2019-ncov/community/mental-health-non-healthcare.html>
- <https://www.psycom.net/coronavirus-working-from-home-mental-health>
- https://www.advantageengagement.com/p_content_detail.php?id_division=d21&id_module=m320&id_element=001&id_cr=99951
- https://www.actionforhappiness.org/november?mc_cid=2b53567375&mc_eid=721e83f543
- <https://www.healthline.com/nutrition/ways-to-prevent-stress-eating-when-youre-stuck-at-home#2.-Remove-temptation>



GE APPLIANCES
a Haier company