

Working from Home Tips During COVID-19



CUNY Work/Life
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Because of the spread of the novel coronavirus, COVID-19, many of you are now telecommuting or working from home for the first time. This change coupled with the general anxiety around COVID-19 and the added challenge of working with children and/or a spouse in the house may have you feeling stressed and anxious.

Here are a few tips to assist you with the transition to working from home:

- Stick as closely as possible to your normal routine. You may not be leaving the house, but waking up at your usual time and completing your normal morning routine can help put you in the right mindset for work. This is especially important for families with children, as routines are important to the wellbeing of your kids.
- Set time boundaries for your work, and stick to your normal working hours if possible. Don't work over your scheduled hours.
- Set boundaries to discourage interruptions. Let family or housemates know when your work hours are and what your workspace will be. Noise-cancelling headphones can be helpful for tuning out distracting sounds.
- Set realistic work goals for how much work you can complete while working from home and possibly caring for children who are also home from school. Speak to your supervisor about their expectations and any challenges that you may be facing adjusting to your new schedule.
- Worry less about screen time. Although most of us typically limit screen time for our children, you may consider temporarily adding additional time to their daily allotment to allow more time for you to work.
- Consider scheduling virtual play dates with your child's friends using technology such as Skype, Zoom, and Facetime. This will allow your child the space to socialize with their friends and connect during this unfamiliar and possibly scary time.
- Make sure to take breaks. Go for a walk. Do some gardening. Build an obstacle course in the backyard. Do chalk art on your fence. Both you and your children need time to let loose, get some fresh air, and connect.

Source: Gaddis, A. (2020, March 23). Homeworking for beginners. Workplace Options: Raleigh, NC.



Helpline: (855) 492-3633

Website: www.deeroakseap.com

E-mail: eap@deeroaks.com