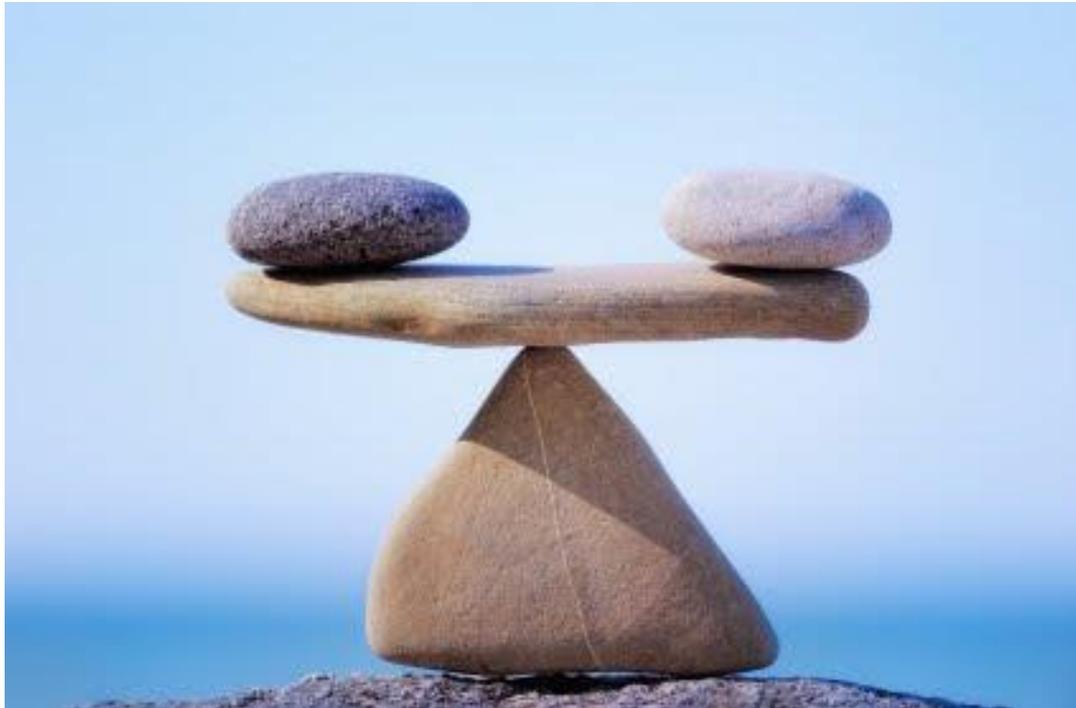


Working from Home and Staying Balanced During the COVID-19 Pandemic



TURNING TO REMOTE WORK

As COVID-19 continues to spread around the globe, more and more employers are requesting that their employees work remotely.

Whether you are familiar with working remotely, or are new to the experience, we are all trying to make our way through uncharted territory.



Challenges and Opportunities

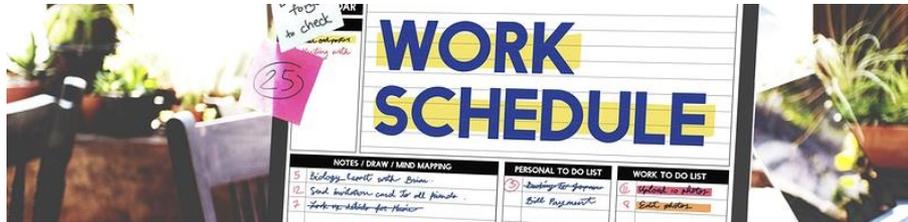
Working remotely, specifically working from home due to the pandemic, comes with its own set of challenges, but also with opportunities.

With many schools and colleges being shut down, working parents are now having to navigate finding the right balance between work and family. For some, loneliness may set in and creativity may suffer. On the other hand, working from home can boost one's family and social life, with employees being able to devote more time and energy to these facets of life.



To make the most out of your work from home experience, here are some strategies to help you stay balanced...

Follow a work routine



Face each day like it's any other day in the office. Take a shower and get dressed. Use the time you usually spend commuting to do things you usually do not have time to do, like eating a grand breakfast in the morning or working out in the evening. Begin and end your workday as scheduled and take your regular breaks.

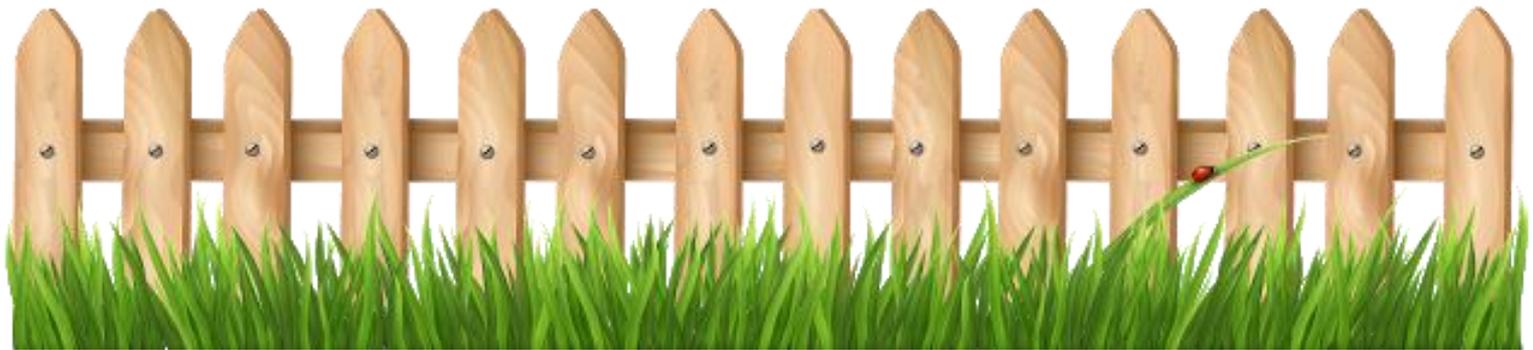
Set aside a work area to use as your workspace

Designate an area that will keep you in the mindset of being at work. A separate space free from distractions is ideal but may not be realistic. You may need to use the kitchen counter or sit on the sofa; its about what works best for you to be productive. However, be sure to treat your body with care and be mindful of ergonomics.



Establish work-life boundaries

Explain to family and friends that when you are scheduled to work, you are working. Holdfast to when you are and are not available.



Stay connected with coworkers

Communicate! Utilize your work's methods of communication: email, phone, text, FaceTime, Zoom meetings, etc. It's important to not just rely on email. More personal modes of communication tend to be more meaningful. Reach out to your coworkers regularly and keep your supervisor in the loop.





References and Resources

Geared towards employees:

<https://www.flexjobs.com/blog/post/working-from-home-outbreak/>

<https://www.themuse.com/advice/coronavirus-work-from-home-tips>

Geared towards employers:

<https://www.fastcompany.com/90475330/8-strategies-to-set-up-remote-work-during-the-coronavirus-outbreak>

Geared towards employees and employers:

<https://www.cimaglobal.com/Members/Insights/Coronavirus-4-tips-to-work-remotely--/>