Juggling the Demands of Working from Home
Try to stay positive and relaxed

• The more stress you feel the worse your mood and the harder it will be to get things done.
• Focus your energy on completing one task at a time, whether it be work or family related, rather than worrying about how to do them all at once.
Prioritize your to-do’s

• Create a to-do list and schedule tasks you need to complete, with the most important ones at the top.
• Budget time for each of those items, and stick to your schedule as closely as you can.
Practice mindfulness

• When you feel overwhelmed, take some time to relax.
• Try to breathe deeply with your eyes closed, concentrating on your breathing.
• Do some yoga or gentle stretching starting with your toes and slowly relaxing each muscle in your body as you work your way up to your head.
Set limits

- When your to-do list is already full, say no to more projects at work and home, if you can.
- Find out the top priorities and work on those.
Share the load

• Don’t be afraid to ask your coworkers or family members for help.
• Spouses and/or children can help with household chores. Make lists and split the work among yourself and others to help not feel so overwhelmed.
• It’s difficult to sit in a work-from-home space, when you look around and no there are 100 other things you should be doing.
Leave perfection at the door

• Don’t try to be perfect.
• We’re in a time when competing priorities means that perfection may not be attainable.
• If you have less than a clean house, so be it.
• Allow yourself room for imperfections.
Do your best to stay healthy

• To do your best at work and home, you’ve got to take care of yourself.
• Eat regularly, and stick to nutritious foods and do your best not to “stress” eat.
Demonstrate compassion for co-workers

• If you can help someone manage their competing priorities, offer to help.
• If someone has competing childcare or eldercare issues at home, be flexible with meeting times, etc.
Take time for yourself

- A few quiet minutes to yourself each day can recharge your batteries and help with your resilience.
Source:
Perspectives & The StayWell Company