

# Best Practices for Working from Home

If you find yourself working from home for the first time, you are not alone. Many people are experiencing added stress related to finding a new work routine, learning how to work with children in the home, being isolated from colleagues, and maintaining a good integration between work and home life. Here are some ideas for you to consider as you settle into your new routine.

## **Create a Space**

Find a space in your home where you can focus and if possible, have privacy. Use this space for work. Try to do most of your work from this designated space. Limit the amount of distractions by turning the TV off. Try to use this space in the same way you would use your typical workspace.

## **Stick to a Schedule**

Try to stay in a routine that is similar to how you typically spend your time in the office. To maintain good boundaries between your work and home lives, try to establish working hours and self-care and family time. This might mean putting all your work away at the end of your day or closing out of work email at a certain time. During your workday, carve out time for your morning coffee or call a colleague to connect.

## **Take a Break**

Instead of powering through your workday, remember to find time for a break midday or several small breaks. This will provide you with time to disconnect from work and do something for yourself or your family. It will also help you refresh and better focus on the work ahead.

## **Set Boundaries**

In addition to setting boundaries around your working time, communicate boundaries with anyone you are living with. Let them know when you are unavailable and make an effort to update them on your work routine so they know what to expect.

## **Establish Healthy Habits**

Schedule time for well-being opportunities throughout your workday. This can mean having a healthy lunch, doing an online yoga video, or getting outside for fresh air if possible. Consider planning your snacks and meals to avoid mindless eating throughout the day. Also plan time for movement and rest. While you might not need to get up as early as usual, stick to a consistent sleep and wake routine.

## **Connect**

It can be isolating working from home so find opportunities to connect with colleagues or friends. If you feel overwhelmed with your current set of circumstances or anxious about the uncertainties you are facing, please reach out to EFR. We are available 24/7/365 to take your call.

**Life Happens, We're Here to Help**

**Call: 800-327-4692**

**Web Chat: <https://www.efr.org/login/employees/>**

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