Tips for working at home during the COVID-19 outbreak

For many of us, working from home is something new. It is expected that we will run into roadblocks and struggles along the way. Consider these tips to ease into this (temporary) change:

Know that things will be different, and that's OK.
You likely won't have all the luxuries of your workspace. Remember that you are doing your best with what you have. Focus on your priorities, and if necessary, reach out to your leader to discuss what issues you may be experiencing.

Easily distracted?
If you're distractible, get ready for work every morning like you are going to physically go into work. Shower, dress up — do whatever you'd normally do. This puts you in a professional mindset. Then do your best to create a confidential workspace that is set up to have limited interruptions.

Clocking out for the day.
If working from home makes it difficult for you to turn work off at the end of the day, consider your at-home workspace as "the office." Make sure you take breaks from it throughout the day and leave it when the work day is done.

Juggling your work with kids at home.
If you have kids at home, it's best to create a schedule and routine for your children during work hours. As much as possible, try aligning your work schedule to their daily schedule so you have time to interact and take breaks with them throughout the day. Remember that they need structure just as much as we do.

Stay connected.
Stay in touch with your co-workers, whether it's for support in your work or about unrelated issues. Maintaining social interaction makes us feel more connected and can assist in normalizing our situation. You are all in this together, so if you are struggling with something, odds are someone else is too.

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