

# Transitioning to Working at Home

In the midst of the Coronavirus, many companies are implementing work-at-home policies. Even if you have done it before, being thrown into a work-at-home situation due to Coronavirus is an entirely new thing.

**It's sudden and may be for an extended period of time.** Here are a few tips to get you through!



**Get Dressed** Changing clothes serves as a signal that it's time to wake up and get things done. Take a shower, brush your hair, even put on makeup if that's what you'd usually do. Just because you're working from home doesn't mean that no one will see you. It's 2020 and we're all about to have a *lot* of video meetings.

**Designate a Workspace** Your workspace should feel as separate from the rest of your home as possible. Make your workspace comfortable. Entering your workspace will help you **turn "on"** and leaving your workspace will also help you **turn "off"** at the end of the day.

## **Keep Clearly Defined Working Hours**

Set your hours ahead of time, if you usually work **9-5 with an hour for lunch, then keep them.** Establish boundaries with those you live with, so you can cut down on distractions during the day—and then disconnect and give the people you care about your full attention.

## **Build Transitions Into (and Out of) Work**

Your morning commute also gives your brain time to *prepare* for work. If you usually listen to music on your commute, then do it. At the end of the day, do the reverse.

## **Don't Get Too Sucked in by the News**

Distraction is one of the big challenges facing people who work from home. It's human to get distracted. You probably already take a few breaks throughout the day at the office, and that's fine to do at home, too. Right now,

the biggest distraction is the news. Checking in on updates is going to be at the front of your mind. It's good to stay informed, but limit your time and exposure.

## **Communicate, Communicate, Communicate**

Anticipate there will be some bumps in the road. The key is communication. Come up with a plan that lays out how often you should check in, assignment of tasks, etc. This situation is new for everyone, and will change daily. Just circle back and alter the plan if issues come up. You might find it's best to check in with your boss and coworkers over the phone or through video chat if you find yourself back and forth excessively over an issue or task.

**Don't Forget to Socialize** When the whole office suddenly starts working from home, you're cutting off a lot of the casual social interactions you're used to having throughout the day. Combat this by talking with your coworkers throughout the day through calls, texts, or even Zoom. If you usually ask your coworkers about their weekends, keep that up. If you'd usually comment to them about a specific topic, reach out. These little interactions go a long way to staying connected.

**We are feeling anxious and uncertain right now, and suddenly being isolated at home can amplify these feelings. Don't hesitate to reach out to a coworker just to ask how they're doing.**



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