



WORKING FROM HOME

& ESTABLISHING A NEW NORM

SUGGESTED ROUTINE:

Wake up & tend to personal practices

Eat

Transition to home office space & Work for 90 minutes

Move/Stretch/Throw in a load of laundry

Work for 90 minutes

Move/Stretch/Change the laundry

Work for 60 minutes

Lunch/run an errand/go for a walk

Work for 60 minutes

Take a 20 minute nap

Work for 90 minutes

Move/Stretch/Take out ingredients for dinner

Work for 90 minutes

Call it a day & leave your home office

Make dinner (maybe with a friend/family member)

Enjoy leisurely meal & conversation in person or via Skype/FaceTime/etc.

Play

Pull out the puzzles, go for a walk, paint a picture, read a book, meditate/pray, work on a BHAG (big hairy audacious goal) & save Netflix for when you've exhausted all other options.

Sleep

Establish a consistent sleep-wake cycle where you are sleeping 7-9 hours a night.

TO DO:

• Give yourself some grace

The first week of working from home will be very dis-orienting. You may find yourself doing way more or way less work. This is to be expected during the first week as you are trying to figure out how to work from home. A week of this is totally understandable.

• Tend to logistics

- Establish a 'work space' that doesn't need to be cleaned up every day at 4:30 or 5:00 pm. **Ideas:** 1. Convert your 'formal' dining room table into work stations where people can leave their computers/piles of papers out overnight. 2. Convert a closet into a work station. Donate unused items and set up a small desk in the space.
- Establish a routine and post it for others in your household to see (so they know what they can expect from you). Sample routine provided on left.
- Gather from your office at work the items you will need at home. While there, water your plants, empty your work fridge, dump the coffee grinds from the coffee maker.
- Buy noise canceling headphones and leave them in your home work space
- Find the most comfortable 'desk' chair in your house - your back will thank you. Not recommended: couch reclining while working. Train your body to recognize when it is 'working' and when it is 'relaxing'
- Check your home internet connection for functionality with WebEx/Skype/etc. Address internet issues this week.

• Start your new routine by Monday of the second week you're home

- Routine is vital for human functioning. 'Winging it' each day will be fun for about 1-2 weeks. Then, frustration and angst will set in as you realize you're not as far along on projects as you thought you were. Don't set yourself up for this unnecessary angst. Set and keep a routine.
- Realize that it's common to feel: grief, loss, frustration, irritation, and fear as you make these changes. Forced transition is rarely enjoyable. Allow yourself to feel these things and continue to move forward.



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SUGGESTED ROUTINE WITH KIDS:

See suggested routine on previous page.

Use each 'break' after 60-90 minutes as a time to touch base with the kids.

If your kids are so young they can't monitor themselves for up to 90 minutes, this schedule will obviously not work.

At that time, consider shifting to a 'split day' work routine.

Option #1 for split day routine:

If you have two people in the house who can watch young kids, have one person work in the morning and one in the afternoon. Catch up work can be done after the kids go to bed.

Option #2 for a split day routine:

If there is only one person who can monitor the kids, start your day before they wake. Then strategically use nap, quiet times, and screen times interspersed through out the day. Give yourself a lot of grace that not everything will get done to your previous standards. This is simply part of living through a pandemic.

RE:KIDS

- Remember, kids use social referencing (not social distancing) to know how to feel about things, meaning they are watching your emotions and behaviors to know how they should feel and behave during this time.
- Create a schedule for them (if they are young) OR with them (if they are older). Post it at their eye level. Make sure the schedule has time for them to connect with you throughout the day. Insert *strategic use of screens* that coordinate with your routine.
- Create stations for them that can stay set up. Kids of all ages are not always self-sufficient when it comes to planning their day. Create easy-access stations they can access all day, every day:
 - Creation Station (leave out art supplies)
 - Reading Station (include cushions, blankets, and comforting items by books)
 - Learning Station (space & supplies for them to do assigned school work)
 - Innovation/Imagination Station (from building blocks to 3 D printers)
 - Movement Station (basements can be great for running around & being active)
- Elementary through High School kids - Establish a BHAG - a 'Big Hairy Audacious Goal' Help them think about something they want to create or do by a certain date. For example:
 - Write and illustrate a kids book
 - Memorize a book of the Bible
 - Create an App
 - Begin Hydroponic gardening
 - Have them research how to do the activity, what supplies they will need and then help them get started. Celebrate when they finish.
- Make them MOVE every day. Whether they ride their tricycle around the block while you walk the dog OR they begin training for a 5K, kids need to move. Every day.
- Kids need to see you pray for them, for others, and for our world. Consider praying out loud before every meal if you've gotten out of the habit of doing so. Now is a great time to start a new habit around prayer.
- Meal time: Eat together. Even if it is just a cheese sandwich, consider having everyone stop what they are doing at lunch and at dinner. Put away screens and eat with one another. Use this time to ask questions like:
 - What has been the best thing you've done today?
 - What is one thing that was interesting in your school work?
 - What was the most clever meme you saw today?
 - Where did you see goodness or God today?
 - The key is to ask questions that help them focus on remembering useful things.