MAIN CHALLENGES OF WORKING FROM HOME

CHILDREN  SPACE  PRIVACY  NO CHOICE

RECOMMENDATIONS DURING GLOBAL DISASTERS
Shift your priorities
• Security
  o Be realistic.
  o Pay attention to fundamentals.
  o Talk to your family about an emergency plan.
  o Support loved ones on the front lines.
  o Create a strategy to stay connected.
• Mental Shift
  o Be patient with yourself.
  o Be kind to yourself and others.
  o Slow down when thinking is needed.
  o Realize that productivity may be low.
  o Be prepared for this to last longer than you expected.
• Embrace the New Normal
  o Focus on how you will change because of this.
  o Have faith in the new you.
  o Be creative.
  o Pace yourself.

TIPS FOR WORKING FROM HOME
Separate Space. This is optimal for productivity. Make this space look different for work. Leave this space at the end of the work day.

Routine. Wake up at the same time, get dressed in work clothes, eat breakfast. Take a lunch break. Set a time to end the work day.

“Commute” Time. Incorporate pleasant rituals that transition from home to workspace and back to home space.

Working Time. Work your regular hours and don’t overdo it.
Realistic Goals. Instead of 90 minute springs, try 30 minutes. Coordinate internet use with family/roommates.
Boundaries. Set boundaries with family to reduce distractions, sounds, and interruptions. Be forgiving of coworkers who get distracted.
Communication. Use video platforms as much as possible to maintain human connections. Discuss expectations with manager and family.
Unplug at the end of the workday. Leave your workspace. Resist the urge to check emails/texts.
Combat Cabin Fever. Go outside as much as possible.

VIRTUAL GOING HOME CHECKLIST
□ Acknowledge one thing that was difficult – let it go.
□ Consider 3 things that went well. Be proud of this.
□ Check on co-workers and self – concerns or wellness.
□ Shift attention to home. Rest and recharge.

SELF-COMPASSION
People who increase their self-compassion talk about their mistakes with kindness to self rather than self-condemnation.

1. Self-Kindness vs. Self-Judgement
   Be warm and understanding to yourself when you fail.

2. Common Humanity vs. Isolation
   We all fail. Be vulnerable and imperfect. Don’t be afraid to share that part of you.

3. Mindfulness vs. Over-Identification
   Don’t overreact to negative feelings. Take a balanced approach. Allow, don’t judge.

Contact
Email: eap@imail.org Free confidential counseling services and 24/7 crisis hotline.

Scan this QR code to access online resource: Self-Compassion.org

Intermountain Employee Assistance Program
CALL: 800.832.7733 or 801.442.3509