



Adjusting to Working From Home

Many of us are living a very different life than we were a few weeks ago. Kids are home 24/7, some individuals haven't interacted or socialized much, and employees may be working from home and homeschooling or caring for parents. As every household has their own challenges, there is not a one size fits all solution for navigating the changes during this time.

Working from home has suddenly become the new norm for many employees across the globe. In fact, at least 46% of County of Orange employees have gone remote. People everywhere are adjusting to this change and working to define what work-life balance will look like for them.

Managing our well-being can be difficult during this uncertain time due to a variety of factors such as change in normal routine, increased responsibilities, and increased stress. It's important to find a balance between work and home responsibilities. Here are tips that can help.

Try to stay positive and relaxed

The more stress you feel, the worse your attitude will be, and the harder it will be to get things done. Focus your energy on completing one task at a time—whether it be work or family-related—rather than worrying about how to do all of them at once.

Prioritize your to-do list

Create a to-do list and a schedule of tasks you need to complete, with the most important ones at the top. Budget time for each of those items, and stick to your schedule as closely as you can.

Set limits

When your to-do list is already full, connect with your supervisor to discuss obstacles or concerns. Set realistic expectations together.

Log off at the same time every day and be sure to mentally log off

Try to make a practice of logging off at the same time each day. Otherwise, if you regularly stay online to answer that "one last email" that just hit your inbox, your work-life boundaries can quickly become blurred. Logging off at the same time doesn't just protect those boundaries; it also helps add some productivity-fueling structure to your workday.

Leave perfection at the door

Don't try to be perfect. We're in a time when competing priorities means that perfection may not be attainable. If you have a less than clean house because you're also homeschooling your children or caring for an older family member, so be it. Allow yourself room for imperfections.

Do your best to stay healthy

To do your best at work and at home, you've got to take care of yourself. Eat regularly and stick to nutritious foods, and do your best not to “stress eat.” The gym may be closed, but you can take walks and build in exercise breaks at home to manage stress and enjoy a little time for yourself. And be sure to get plenty of sleep each night—it’s one of the best ways to give your immune system the support it needs.

Practice mindfulness

When you feel overwhelmed, take some time to relax. Focus on the present. Try to breathe deeply with your eyes closed, concentrating on your breathing. Consider some yoga or gentle stretches. Relax your muscles by starting with your toes and slowly relaxing each muscle in your body as you work your way up to your head.

Take time for yourself

A few quiet minutes to yourself each day can recharge your batteries and help with your resilience. You'll be a better employee and a better family member by doing this.

Tangible Work-Life Balance Resources

Leading Remote Teams, Human Resource Services Learning & Organizational Development
<https://ocgov.sharepoint.com/sites/LOD/SitePages/Online-Resources-Center.aspx>

Remote Working: Setting Yourself and Your Teams Up for Success, Learning w/ Lynda
<https://www.linkedin.com/learning/paths/remote-working-setting-yourself-and-your-teams-up-for-success>

Smart Tips for Staying Connected w/ Others, Thrive Global
https://thriveglobal.com/stories/how-to-stay-connected-others-friends-family-social-distancing-coronavirus/?utm_source=Newsletter_General&utm_medium=Thrive

Guided Meditation for Anxiety & Stress (20-min), The Mindful Moment YouTube
<https://www.youtube.com/watch?v=Mlr3RsUWrdo>

Yoga for Neck & Shoulder Relief (Seated Yoga), YouTube Video
<https://www.youtube.com/watch?v=SedzswEwpPw>

Food for Thought

"Most of us spend too much time on what is urgent and not enough time on what is important."
Stephen R. Covey

