

With the COVID-19 global pandemic, thousands of people have been forced to stop work, or in some cases work from home.

Working from home has its own challenges and it can be difficult to manage conflicting obligations when there is no separation anymore. Here are some tips for working from home:

Set up Your Workspace:

1. Ideally, your workspace would be in a dedicated space away from distractions like TV, kids or pets.
2. What that looks like will depend on your line of work.
3. Look for a comfortable table or desk to work at. Ensure the space is well lit, has a window or natural light. Pick a place that will get you in the right mindset for work. Ideally without too much noise or distractions.

Schedule Yourself:

1. Keep a routine. Establish a schedule and stick to it. I.e.: wake up, get dressed and eat breakfast. Schedule your entire day including breaks.
2. Plan for distractions, such as kids, pets or deliveries. This will help keep you focused on what needs to be done next, and this doubles as a reporting mechanism to account for your work time at home.

Take Breaks!

- You're working from home now, it can be easy to get caught up in work and suddenly you're putting in extra hours every day. Studies have shown that *taking breaks from work improves productivity*.
- Set your schedule to make time away from your desk; get some fresh air, drink water, let the dogs out, or spend some time with the kids. You are more productive when you take a minute to step away from work focus to on other things, and reset your brain.

Stay Connected to Co-workers & Friends

- Humans are social creatures. This is a first for everyone and with so many people in self isolation, quarantine or just staying home to stop the spread, it's more important than ever to stay in touch with each other.
- If you can, schedule regular video meetings with co-workers and clients to stay in visual contact. Call and check in with others during this time. Do the same with friends and family.

Make Sure to Stimulate Your Mind

- Go for a walk, read a book, challenge your kids with a board game or call up a friend or family member just to talk.
- Take care of your body and unwind from the day. Do activities you enjoy or take up a new hobby.

You Are Not Alone.

We are all in this together. Take each day as it comes, there are resources and information available for financial situations, workplace safety during this time as well as mental health awareness.

Such as:

- Your benefits/insurance provider may have programs for you to utilize
- CDC- www.cdc.gov
- Government of Canada - <https://www.canada.ca/en.html>
- Government of Saskatchewan- www.saskatchewan.ca
- Saskatchewan Health Authority www.saskhealthauthority.ca