**Tips for Working From Home**

1. Set a routine/schedule and work hours. Rescuetime app will track your work hours. Structure your day to your needs – work, home schooling, children.

2. Get dressed.

3. Eat lunch away from your workspace.

4. Designate a workspace (not your bed).

5. Take a break from screens and work every 20 minutes. Set a timer to move, stretch, drink water.

6. End your day at the same time every day.

7. Have a ritual to end the workday. Light a candle, take a shower, go outside, have a cup of tea, change clothes, walk the dog, do yoga.

8. Communicate often with colleagues.

9. If you are experiencing Zoom Exhaustion, turn off the video and walk around, stand up, doodle, fidgets (silly putty, kinetic sand).

10. Put a blanket over your workspace to tell your brain you are done working for the day.

11. At the end of each day make a “To do” prioritizing list for the next day. Put paperwork away. Say out loud, “shut down complete.”

12. Take vacation and sick days.

13. Define expectations/boundaries with family.

14. Wear blue light glasses to protect your eyes from screens.

15. Keep your workspace clean and free of clutter.

16. Go outside and get some fresh air. Take your laptop/phone outside. Eat lunch outside. Take a walk.

17. Mark off “deep work” protected time vs. answering emails and internet/social media rabbit holes.

18. Walk around when taking calls/zoom.

19. Use virtual EAP/on-line therapy.

20. Multi-tasking is a myth.

21. Use noise cancelling headphones.

22. Continue professional development with on-line training.

23. Are your ergonomics ok? Lift your laptop to eye level, buy an adjustable laptop stand.

24. Have a one-minute dance party.

25. Exercise.

26. Meditate.

27. Get 8 hours of sleep a night.

28. Schedule grandparents to read a book to your children online every day.

29. Create teachable moments for kids. Baking involves math, watch movies and have a discussion that reviews their academic lessons, journal writing for English lessons.

30. Parents teaching kids life skills during at-home “Common Sense Camps” – reading a map, using a bank app to budget, how to administer CPR, change a tire, cook a meal, etc. *How to Be a Person: 65 Hugely* *Useful, Super Important Skills to Learn Before You’ve Grown* Up by Catherine Newman.

31. If your child gets instructions from school about homework be sure school includes sending the instructions to the parents also.

32. Virtual Summer Camps for kids – outschool.com, varsitytutors.com, activityhero.com, Microsoft.

33. Some parents use Pandemic Pods/Micro-schools to teach their children (see Facebook page).

34. notimeforflashcards.com & readworks.org – academic on-line sites for parents who are now teachers.

35. Have snacks ready for the day.

36. Emergency Drills – what do you do if Mom is on the phone?

37. Tear off Tabs – 5 questions for Dad while he is working.

38. Offer incentives for kids – movie night and popcorn, park, pizza night.

39. Take a break with a One Minute Dance Party with the kids.

40. National Parent Helpline: **855-427-2736**

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