6 Tips to Help Navigate Working Remotely

(during Covid-19)

1. **Create an office space.** If you work from home or even a shared space, developing some physical boundaries for work will help you maintain life-work balance. When it's time to work you do it from the work space and when work is over you leave it in the physical work space. It creates a mental and physical boundary so that home life is not disrupted by work life. For example, only answer work emails from the office space. It will require practice to keep work done at home from infiltrating other parts of your house and life.

2. **Find opportunities for "virtual" connecting.** Working while physically separated from colleagues takes effort to maintain healthy connection. Connect in person with teammates or like-minded workers whenever it's safe and possible. When practicing social distancing use platforms things like: Facetime, WhatsApp, Zoom, Skype or Marco Polo. Use these virtual means to connect with work and non-work people. You may have to initiate the contact but it's well worth the effort.

3. **Maintaining Margin or Work/Life Balance.** Even the most structured among us may have difficulty keeping all of our daily tasks in the right category. Margin means keeping time in the week that isn't scheduled but remains open. That way when things come up you can use "work time" in the "office" and not disrupt the rest of your life. It may be worth recording how many actual hours are worked in a week (remember, any time answering emails is work time). Schedule in breaks from work, especially if your family is at home. Play a game, do family exercise time, read a book or follow Tip #2 and call someone.

4. **Time on Computers.** This is more of a warning. Since computers are crucial to working remotely and our opportunities for outside engagement are limited, it is easy to be on them most of our waking hours, especially if you have unlimited data. Try keeping track of the time you're on a computer/tablet/phone over the course of a week. Include non-work usage as well. Then figure out a healthy amount of time in a day or week and limit your usage to those times.

5. **Fast/Retreat.** Take intentional time away from technology and work. This means a complete break from all technology use for a certain period of time. You may use the time for just being quiet or for taking a personal or silent retreat. Replace that time with something that is good for you mentally, physically, spiritually or emotionally. Some have found the practice of not using technology during Sabbath is a way of resetting their focus. We need each other in our community to help keep us develop and maintain healthy habits. You may want to ask a friend or colleague to keep you accountable for how much time you're spending on technology.

6. **Take care of your health.** One of the best ways to avoid illness or be prepared if you do get sick is to be as physically healthy as possible. Increase immune-boosting nutrient-dense foods. Use time at home to try new recipes or swap ideas with friends. Exercise by going outside if you're able or do an exercise routine in your home. And even though you don't have to show up at an office at a certain time, maintaining good patterns of sleep will shore up your body's defenses and help you stay in a more normal work-home routine.

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