

Balancing Work and Family

Working from home can be harder when children are around. If you are struggling to find the right balance between work and family, try these tips:

- ▶ **Prioritize.** Figure out which tasks really matter and put them first. If you don't have access to services, keep up with house and yard work as best you can.



- ▶ **Set limits.** Look for ways to “meet halfway” and set boundaries that protect both work and family time. Schedule times for “quiet play” (such as when you’re on a conference call) and times when louder, more boisterous behavior is allowed.
- ▶ **“Clock in” and “clock out.”** Set a time each day when you switch gears from work to family mode. Playing with your child or doing chores is a good way to mark this transition.
- ▶ **Share homework time.** If you need to work after hours, consider doing it at the same time your child does any homework assignments. Make sure you allow time to help your child with a difficult math problem or a confusing English assignment.
- ▶ **Assign chores.** Helping with house and yard work and pet care will teach children responsibility. Teens may be capable of watching younger siblings for short periods of time.
- ▶ **Schedule family dinners.** Commit to having at least one sit-down dinner with your entire family per week. Use this time to share stories and discuss plans for the future.
- ▶ **Don't go it alone.** You may not be able to share caregiving duties with family or friends right now, but you can still stay in touch, share stories, and discuss worries or frustrations.
- ▶ **Make time for you.** Parents get grouchy when they don't have enough play time too. Set aside time for a favorite activity or hobby, and make sure your spouse or partner gets time for him or herself too. If you are a single parent, set aside a half hour for you after your child goes to bed.

LifeMatters can offer ideas on how to balance work and family obligations during a period of social distancing. Call 24/7/365.

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