

Work Smart When You Work From Home

Many people who work from home find it a challenge to maintain good boundaries between work and home life. Here are some strategies for creating a balance:

- ▶ Set a clear schedule. Make sure your family, friends, and housemates understand that you should not be interrupted during work hours.
- ▶ If your work hours coincide with others being at home, you will need to establish your own workspace. Many people use a spare bedroom, but a corner of the kitchen or a spot next to a favorite window may work great too. Decorate your space with items that you find inspiring or encouraging or that help you stay focused.
- ▶ Maintain separate work and personal email accounts. If you need to check work emails in the evening or on weekends, limit it to a scheduled time (such as right after dinner). Consider if an email requires an immediate response or if it can wait until you are back on duty.
- ▶ If you are in one time zone and your co-workers are in another, make sure they know when you are typically available to take phone calls or reply to emails or texts. If you have

some flexibility in your schedule, it may make sense to adjust your work hours to more closely match office hours.

- ▶ Create “clock in” and “clock out” rituals. Use a morning task such as making coffee to get into work mode. When you are finished for the day, it may be helpful to do something that forces you to disengage from your computer, such as doing chores or taking a walk.

For more suggestions on how to maintain a good balance between work and home life, call LifeMatters. Help is available 24/7/365.

Source: Wellness Library Health Ink and Vitality Communications




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