



WORKING FROM HOME WHILE YOUR CHILDREN ARE HOME

Being a full time employee, parent, and in some cases a crisis homeschooler is hard. While we have been at it for a few weeks now, we wanted to share some tips and encourage you to keep trying! There is no right way to do this as none of us has had to navigate this to this extent prior.

We have a few suggestions to help you navigate these uncharted waters.

GET CREATIVE WITH YOUR SCHEDULE

- Allow yourself flexibility with your work day, if possible. Consider splitting up your schedule to support your home and work needs. If you have another adult at home, discuss flexing your schedule to support both of you having uninterrupted work time, while allowing you to keep an eye on the kids or help with their schoolwork
- Acknowledge that your work may not be able to be done completely during regular business hours. Consider your day, meetings, and workload and how you can manage your time.
- Talk with your children about schedules and what support they will need during the day as you create your work schedule.
- Protect your sleep. While it's tempting to disrupt your sleep to get your work done, it is important to try to avoid that as much as possible. Without sleep, you won't be as productive and lack of sleep may increase your mental health distress.

COMMUNICATE WHAT YOU NEED

- You may need to make adjustments with your work day to support your home needs. Ensure you are communicating with your boss and your team about your home and work needs. If comfortable, let your boss and co workers know when and if you are struggling and allow them to support you.
- Talk to your spouse or co parent if things are getting too difficult while balancing this “current normal”, and come up with workable options for all involved.
- If your child's school expectations are overwhelming, communicate with their teachers about you or your child's concerns, needs, and work together for possible solutions. Remember, this is new for all of us.



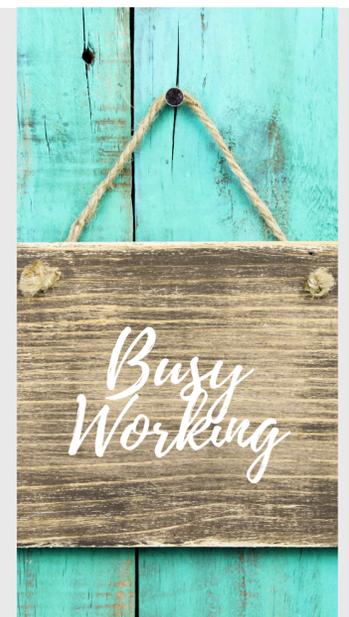
FIND A ROUTINE AND BE FLEXIBLE WHEN THINGS CHANGE IN A MOMENT WITHOUT NOTICE



- We are creatures of habit. Maintaining a daily routine will help reduce stress and anxiety. Children can be unpredictable so keep trying and don't expect perfection.
- Create a family schedule to allow for work, school, and fun time. This will help to break up the day and allow for some predictability
- Manage screen time the best that you can and set aside some time every day away from electronics for all in the house.

USE VISUAL CUES TO MINIMIZE DISTRACTIONS

- Create a visual cue when working to let your child(ren) or other adult in the home know that you can not be disturbed. Examples include: closing the door, wearing headphones, placing a colored piece of paper on the wall or a “BUSY” sign, placing a tape outline on the floor to demonstrate where your office begins in a shared space
- Expect interruptions, just like you would at work. When interrupted if you can't pause, follow up after and check in when you can take a break.



HELP KIDS MAKE CHOICES

- Kids are making choices all day at school. Help them continue this at home, as appropriate. Choices allow children to develop confidence and self worth.
- Have them choose which assignment to work on first, their lunches, snacks, or activities to entertain them when bored, as appropriate. While you may have to do a little work up front to prepare these choices, it should allow you to be able to have less distractions during the day.



BE REALISTIC WITH YOUR EXPECTATIONS.

- Even the best planned meetings will not go as expected. You will get interrupted, the internet will stop working, a dog will bark, a child will ask a question, etc. To reduce your stress when the unexpected happens, communicate up front some of the possibilities as you start a meeting. For example: "My internet is being slow" "My child may wake up from their nap". This will allow you to feel less stress and allow those you are meeting not to be as thrown off when an interruption occurs. (Remember this is happening to everyone and most people are very understanding)
- Let people know when you are working, especially if you are working non traditional business hours or days. Add information to your email signature, voicemail and IM system (when possible) when you are available and when you are not.

CREATE DOWNTIME

- Create time to engage with your kids during the day. For example, create work blocks and school/parent time blocks during the day. Adjust depending on the needs of the day.
- Be purposeful with your time together, and have a little fun with it. Schedule a "lunch meeting" with them, take a recess together, make time to play together. Worried about how this may impact your work productivity? Think of it as the time you would normally get up, stroll around the office, and check in with co workers.
- Make sure you are taking time for yourself. Many of us have lost the commute time to buffer work and home. Create time to help separate work and home life. Make sure that both you and other adults in the house can have downtime.
- Help your kids have time away from you, as developmentally appropriate. Kids have natural separation from you when they are at school or with their friends, help create that when creating your downtime.

