

# Juggling the Demands of Working From Home

As working from home has suddenly become the new norm for many employees, people everywhere have pivoted to define what work-life balance looks like in a time when stress is at an all-time high.

It's important to find a balance between work and home responsibilities. Here are tips that can help:

## ✔ Try to stay positive and relaxed

The more stress you feel, the worse your mood and the harder it will be to get things done. Focus your energy on completing one task at a time—whether it be work or family-related—rather than worrying about how to do all of them at once.

## ✔ Prioritize your to-do's

Create a list of tasks you need to complete, with the most important ones at the top. Budget time for each of those items, and stick to your schedule as closely as you can.

## ✔ Practice mindfulness

Take some time to relax. Try to breathe deeply with your eyes closed, concentrating on your breathing. Or do some yoga or gentle stretches. Relax your muscles by starting with your toes and slowly relaxing each muscle in your body as you work your way up to your head.

## ✔ Set limits

When your to-do list is already full, say “no” to more projects at work and home if you can. Find out your boss’ top priorities and work on those, but be careful not to promise more than you can deliver.

## ✔ Share the load

Don't be afraid to ask your co-workers or family members for help. Have your spouse or older kids pitch in around the house and cook meals, do some cleaning and take care of a few loads of laundry.

## ✔ Leave perfection at the door

We're in a time when competing priorities means that perfection may not be attainable. If your kitchen is cluttered because you're also homeschooling your children or caring for an elderly family member, so be it. Allow yourself room for imperfections.

## ✔ Do your best to stay healthy

Frequent handwashing and social distancing are essential, but it's also important to eat regularly and stick to nutritious foods. The gym may be closed, but you can take walks and build in exercise breaks at home. And be sure to get plenty of sleep each night.

## ✔ Demonstrate compassion for co-workers

If you can help someone manage their competing priorities, offer to help. Can you record a meeting or take notes if they can't attend? Offer to take their place at a meeting, or offer early morning or evening hours for calls while children are asleep?

## ✔ Take time for yourself

A few quiet minutes to yourself each day can recharge your batteries and help with your resilience.

