



GOOD HEALTH MATTERS

As the **COVID-19 pandemic** continues to spread across the world, you may find yourself in a work from home (WFH) situation. With the right effort, you can stay productive while taking care of yourself and your loved ones. To a certain degree, everyone is in the same boat. Have compassion, understanding, and empathy for everyone involved. The COVID-19 pandemic presents new challenges, but along with these challenges lies the opportunity for new perspectives to emerge. Going about your work life in a new way can lead to positive shifts and growth. Extraordinary situation allows you to rethink all areas of your life. Have faith in your ability to adapt and find the sweet spot in your work-life balance. Pat yourself on the back for everything you've accomplished, even if there have been some speed bumps along the way.

Content

Page1

WFH while staying alone during Coronavirus Pandemic

Page2

WFH with Kids during Coronavirus Pandemic

WFH while staying alone during Coronavirus Pandemic

1.Designate a workspace

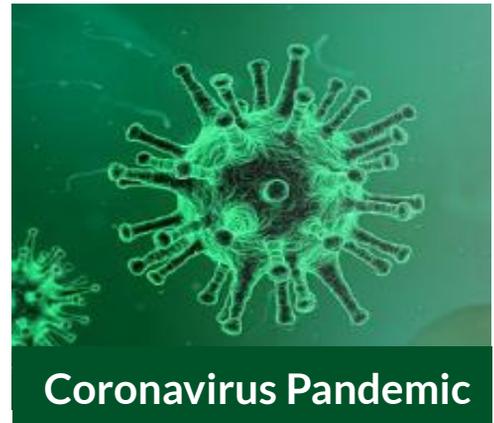
Set up an area of your house to use as a workspace. Sitting down in this space sends a clear signal to your brain that it's time to focus. Stay away from your designated workspace when you're not working. Once you've completed your workday, resist the urge to check in with any professional obligations until you begin work again.

2. Move around

If creating a mobile workspace helps you concentrate, set up a few spaces in your house where you can work. This may help your posture since you'll change up your seated position. Giving yourself a set amount of time in each location may help you manage your time. Make sure that your workspace is ergonomic. This will remove risk factors that lead to musculoskeletal injuries and allow for increased performance and productivity. While sitting on a comfy couch or your bed may sound nice, typing on your laptop while doing so for a long time could strain your back or neck.

3. Get ready for the day

Take the time to go about your normal morning routine, take a shower, and get dressed for the day. If you normally go to the gym, supplement your routine with bodyweight exercises or strength training. Designate some work clothes, even if they're more comfortable than your typical professional attire. If you prefer to do your hair and makeup, then go for it, even if it's only for you. Or allow your skin to breathe



Coronavirus Pandemic

and use this time to improve its health by applying only serums, toners, or masks.

4. Set a schedule

Instead of having a vague plan, create a daily schedule and put it in writing. Generate a digital schedule or jot it down with pen and paper, and stick it in a visible place. Come up with a detailed to-do list that's broken down into categories based on importance.

5. Create an eating plan

Plan out your meals and snacks ahead of time, such as at the beginning of the week or workday. This prevents you from working to the point of hunger and then scrambling to decide what to eat. You should also avoid eating at your workstation. Choose foods to boost memory, concentration, and alertness, such as pumpkin seeds, dark chocolate, and eggs. Limit your intake of refined carbs, processed foods, and sugary drinks.

WFH with Kids during Coronavirus

Pandemic

Takeaway

Working from home to prevent the spread of coronavirus may not be what you planned, but you can make the most of it. Also While it can be tough dealing with schedule and routine changes, know that this won't last forever. You may find yourself living a life that feels like an extended winter or summer holiday. It takes time to get used to the new normal, so give yourself time to adjust to your new work life. Do your best to plan fun and engaging activities with your kids, but cut yourself some slack too.

You're doing great. Remember, we're all in this together.

1. Have a designated workspace

Some parents don't have the option of a separate space, but for those who do a designated spot to spend your working day can help boost productivity and focus. Clear a space in your house and make it the dedicated office/school work area, ideally somewhere you can shut the door on, doing so can make the transition from work or school time to home time much easier and ensure that your house "still feels like a home that you can relax in.

2. Alternate shifts with your partner

If you're in a position where both you and your spouse are working from home, alternating shifts with your partner can make working remotely a lot easier.

If switching shifts with your spouse is not an option, emphasizes that a strict schedule and extra planning will be key to maximizing your day. Once you wake up, in addition to following the schedule, clean up all of their toys so that the living room is no longer a playroom, it helps to clear up space you do have time to get work done while they're napping, you are not spending time to clean up toys.

3. Working with a baby

Use a baby carrier or wrap so you can keep your child close to you. To keep your hands free, use a dictation app. If you're on a call, you can let your recipient know that you have a baby at home in case there are any interruptions or noises.

Use their nap times efficiently, and try to schedule work that requires intense focus or conference calls during these times.

You may want to have a conversation with your boss about a modified schedule that works for both of you while working from home with a baby.

4. Working with older children

If you have young children, you'll want to focus on their needs. But if you have an older child that can take on some extra responsibility, you can set them up with some very clear instructions and activities for help taking care of younger children or completing household chores. You may want to work in the early morning or late evenings while your



children are sleeping, especially when you need to focus on complex tasks.

5. Pay attention to their emotional needs

Your children may need some extra love, affection, and attention during this time – even if a tantrum leaves everyone involved feeling exhausted or frustrated. Your children are tapped into your emotions, as well as the overall energy of the world. They may have a difficult time adjusting to a new routine or feel overstimulated. Play calming music throughout your home to help stimulate feelings of relaxation.

6. Balance structure and play

Encourage your kids to entertain themselves, but help them manage their time wisely. Set up appropriate activities to keep them engaged. Children can also be overstimulated, so limit their screen time and allow for occasional boredom to arise. Be firm in your approach and set clear boundaries, expectations, and consequences.

7. Sharing a screen

If you share a screen with a child, make it clear that your work is a priority. Give them time to use the screen as it fits into your schedule. Use this time to do a task that doesn't require a screen or take a short break.

8. Take Breaks

Though you may feel pressured to overextend yourself while working remotely in order to prove to your team that you're actually working. Breaks are important when working at home. For every hour of focused work you complete, you take at least a 10 minute break to grab a snack, walk around or say "hi" to your kids. You can also add a quick at-home yoga session, a hot shower or indulging in your favorite podcasts are other self-care things you can do when taking a healthy break from work.

Disclaimer

We believe the sources we have used to compile this document are reliable but we do not warrant the correctness or completeness of any information contained in this document. No statement in this document is intended as advice to any person. This document is for information purpose only. The information given in this document is general in nature. Before acting on any advice, news or statement contained in this document you should obtain appropriate medical advice. This newsletter is a free email service and does not contain any advertisement, promotional material or content having any specific commercial value.

Know that there is an Energy that is always there for you, caring for you & guiding you.
With this faith, a happiness & strength comes in you which no one can take away. —
Sri Sri Ravi Shankar



Wonders of Wellness