

Work From Home

Work | Home | Soul

By
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When you Work From Home your real life bleeds into your work life. I've worked from home for over 20 years so I've put together a bunch of tips that may help you as you adjust to working from home during the Covid-19 Quarantine.

The magazine is divided into 3 sections to help you navigate your work life and home life all while keeping your soul calm and nourished.

Wishing you all the best!
Jenn



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HEALTH BENEFITS & COVID-19

Please check your carrier's website for updates to your policy benefits

If you did NOT sign up for healthcare benefits with your company during Open Enrollment and would like them, please contact them. Some carriers are allowing enrollments at this time.



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PRODUCTIVITY @ HOME

You many need to re-analyze your productivity now that you are working from home. 9-5 may not make sense anymore. You may also have more demands upon you during the day.

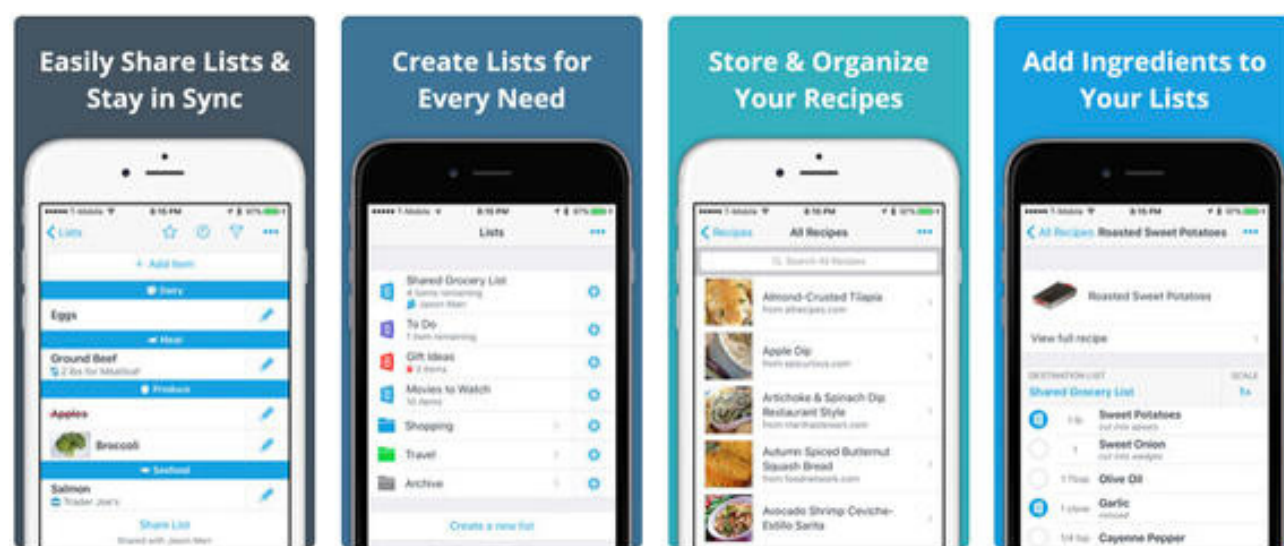
There's many tools you can explore. Here's a few of my favorites:

WORK *From* HOME

Work From Home Bundle (see next page)

MeisterTask is an Agile based tracking system

Anylist great place for todo lists, grocery lists & recipes





SKILL BUILDING

Now may be the perfect time to brush up on some old skills, add some skills that will help build your qualifications for your next career move or check something off your bucket list.

Taking 20 minutes/day (or more) to learn. It could be a nice respite during your day - a place to rest your mind for a moment.

The *Work From Home Bundle* is a compilation of expert advice (including myself) for people new to working from home - or working from home when the whole family is around all the time! Topics include:

- Time Management
- Avoiding Burnout
- Making Chef Quality Meals at Home
- Navigating Relationships When You Both WFH
- Accidentally Home Schooling
- and much more



The Bird Commission

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The *The Bird Commission* specializes in soft skills, communication skills and presenting yourself professionally on video.

You can learn a new language, a new instrument or nearly anything at:

- Udemy
- Masterclass
- Babbel
- Audible

*Your
daily
routine
matters.*

ROUTINES

Routines become critical when working from home because you are habituated into doing non-work things at home – relaxing, watching shows, hobbies, cleaning or napping.

You may want to schedule in things like meditation, exercise or getting out in nature. I need a timer app or I wind up getting in the Zone and working till dark. (I use the Horo app on my Mac)

Remember, you are establishing a routine that works for you in a new place. Approach it as an experiment or a process. Be gentle with yourself during the inevitable disruptions.

Consider keeping your office routine of showering and dressing, especially if you find your mood taking a down turn.



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INTERRUPTIONS

Interruptions, they happen. I've been working from home for decades, here's what works for me:

- Turn off the cell phone & any notifications from email & social media
- Tell your love ones you are about to work & need focus. I call it "going in"
- Give them a time you will be available to them
- If they must interrupt ask them to say "Can I talk to you?" If you need a moment, try the response "Hold please"
- Explain to them about The Barbie Dream House (see video)



CONCENTRATING

I'm a work in the Zone girl. I love it when creativity just flows and I really get things done or move vastly ahead with a project.

But when I just can't concentrate I find a YouTube station that plays music I don't get distracted by. I search for:

- "Music for Study" or
- "Music for Deep Focus" or
- "Ambient Music for Concentration"

I also rub a little peppermint essential oil on the back of my neck and that helps stimulate my brain.

In my house, we are both working from home in a small space now and his job requires a lot of talking on the phone and mine requires a lot of concentration - I reached out to my other WFH professionals and here's the top 3 recommendations for noise cancelling headphones or earbuds:

- Bose Bluetooth Noise Cancelling (highly recommended but pricey)
- Sony WF1000XM3 (less pricey - I bought these and love them! The earbuds are comfy for my small ears and I totally can tune out my BF's booming baritone voice!)
- Jaybird Sport X3





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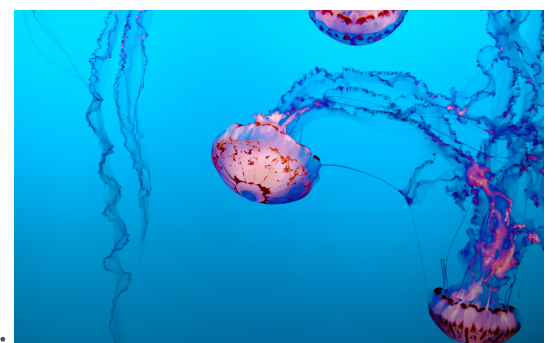
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BOREDOM BLAHS

In those inevitable moments during the quarantine when you get bored, here's a few ideas to help you ease back into "normal" or at least "un-bored".

- Take 3 deep breaths and get the oxygen flowing back toward your brain
- Listen to rousing music. My go to is Fleetwood Mac's Tusk. (I used to be a drum major, so I really love the USC brass & drums in this clip!)
- Walk in nature & breathe
- Tour a virtual museum
- Check out the jelly fish or otters on The Monterey Bay Aquarium site.
- Listen to your body's need for some down time and be ok with some veg time!



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BLUES TOOLS

It's just a part of life. Sometimes we all feel down. It may not be a full depression but it's just not your normal. If there is one thing I can say that my past has taught me is that the only way to get over these awkward and uncomfortable emotions is to actually go through them and feel them. The trick, of course, is not to wallow in them and stay there.

- Walk & breath deep
- Meditate
- Talk about it with a friend or loved one
- If you don't want to talk to a real person, consider employing an adult imaginary friend. Same as when you were a kid, you imagine your friend sitting across from you and you tell them what's bothering you. Tea party with your "friend" is optional.
- Compile a gratitude list and focus on all the things you are grateful for
- Keep a routine
- Eat healthy
- Exercise
- Drink plenty of water
- What are you doing to connect with others? (Zoom cocktail party, online group game?)
- Pray or send love/energy to all those people, all around the globe, who are feeling just like you right now 😊
- Visualize what you want your life to be like post-quarantine. How about the world? What will the world be like & feel like? Focus on the positive parts



REMOTE GRIEVING

In March, my uncle passed away (heart condition not Covid-19) and the world was in lock down. So we had a Zoom funeral. That morning, I sat at my desk, heard my auntie and cousins crying and watched the immediate family only funeral via Zoom. I hadn't been close to my uncle as an adult so I was surprised that I just couldn't shake the grief.

I mentioned my emotional state to a wise friend. His take on it was that when we attend funerals in person, we share in both the grief and the comfort. But because I watched the funeral, I shared only in the grief which was amplified by the tears of my loved ones. But I wasn't physically present for the hugs, comfort & the shared reminiscing after the funeral.

Here's some tools should you find yourself in this situation too.

- Feel the grief – cry, yell, be mad at God (he can take it).
- Sit in the shower or bath tub and rock yourself and cry
- Walk outdoors
- Call your loved ones and reminisce
- Meditate with sage or a candle. Sage neutralizes energy.
- I have a friend who swears by EFT Tapping. It may be worth a try.



FRUSTRATION & ANGER

As we quarantine, this is bound to come up. Perhaps we are mad about the whole situation or technology mess ups or your house mates bug you. My go to has always been the batting cage. But with that unavailable, here's some other ideas for feeling the anger and moving on.

- Scream into a pillow (so as not to alarm the neighbors)
- Pound a pillow or the whole bed
- Write about what you are angry about then burn it. (safely)
- Bring your adult imaginary friend back for a chat
- Give God a piece of your mind.
- Exercise
- If you've got old dishes and an old bed sheet take them out to the garage. Put the sheet on the floor near a wall. Now hurl the f*n dishes at the wall. Scoop up the bedsheet full of broken dishware & toss it in the bin. Voila less anger & no mess.
- My BF suggests putting the dishes into a couple old pillow cases and then swing them at the wall, bat style. So you get the physicality and no mess at all.



ALONE TIME

If you're like me, you need a little alone time to stay sane. But in a quarantined home with other people, finding that space and time can be a challenge. Here's a few tips

- Take a walk
- Take a shower
- Ask your housemates to observe a house mediation time or at lease a quiet time for a set amount of time
- Let your housemates know where your time out space is. So you can go into "time out" and they know to not disturb you. If you have littles, you may want to put a sign with the time you will be out of "time out" so it's easier for them to wait
- I announce "I'm going in" and ask if they need anything before I "come back"

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YOU
GOT
THIS

THANK YOU!