



THRIVING IN THE PANDEMIC & BEYOND

Tips and resources

WIT Webinar – January 21, 2021



Working Remotely

- **Keep inboxes clean** by using chat functions or quick phone calls, limiting reply-all responses, and consolidating information or questions to avoid back-and-forth
- **Use Delay Delivery** in Outlook if sending after-hours
- **Keep meetings essential** – if it can easily be done over email/a quick call, or with less people, or in a shorter amount of time, do it
- **Note urgency – or lack thereof** – so your colleagues know what needs to be taken care of right now and what can wait
- **Protect your workspace** and establish ground rules with family members or roommates
- **Use video for meetings** to maintain connections in a more intentional, human way
- **Try the [Pomodoro method](#)** of 25 minutes of focused work followed by a 5-minute break
- **Be mindful of personal commitments** when scheduling meetings and assigning deadlines
- **Focus only on the most important work** and eliminate unnecessary tasks

[WFH Mindfully](#) | [WFH LinkedIn Learning Path](#) | [Home Office Ergonomics](#) | [WFH Mindset TED Talks](#)

Health & Wellness

- **Break up your workday** with a workout, shower, dinner prep, etc.
- **Establish a reliable backup and take time off** – resist the temptation to dial in or check email
- **Keep a zen work-free space in your home** to retreat when it's time to disconnect
- **Take a real lunch break** and eat far away from your desk
- **Aim for a defined quitting time each day** – set a calendar reminder for 15 mins prior to shutdown
- **Make a change when it's time to stop work** – comfortable clothes, a walk, or an outdoor dinner
- **Reach out to a co-worker** just to check in and see how they're doing

[Talkspace](#) | [Headspace](#) | [Wellbeing LinkedIn Learning Paths](#) | [CDC Mental Health Resources](#)

Parenting

- **Block time** on your schedule every day for your kids
- **Find a “parent partner”** to check in with every day
- **Role model self-care** so your kids know they need to take a break too
- **Re-establish routines** like getting dressed and eating a healthy breakfast
- **Create new traditions** like themed movie nights in
- **Figure out which of the balls you're juggling are glass** – focus on not dropping those
- **Sort big problems from little ones** because you have a limited amount of energy
- **The Kids-Me-Work Triangle** – aim to succeed with two every day (not all three)

[The Mattel Playroom](#) | [FlexibleCare](#) | [AACAP Helping Kids/Parents Cope](#) | [Toddler Boredom Busters](#)