HELP! WORKING FROM HOME IS MAKING ME CRAZY!

People are often surprised by the stress they feel once the novelty of working from home wears off. Being new to working remotely can present a host of unanticipated challenges: too many distractions, social isolation, lack of structure, poor boundaries, and increased reliance on technology and mobile devices. So how do we get our work done and maintain our mental well-being at the same time?

Below are 4 tips for making the most of your work from home experience:

- **GET DRESSED**
  As simple as this sounds, the very act of putting on clothes suitable for public viewing serves as a signal to your brain that it’s time to get up and get things done. Taking a shower and dressing for the day increases confidence and adds a sense of normalcy to your day even in the most abnormal circumstances.

- **DESIGNATE A HOME OFFICE OR WORKSPACE**
  It is important to separate your work and home lives as much as possible. Create a space in your home just for doing your job. Design a space that is comfortable, well-lit and work appropriate. Entering your workspace each day will help you tune into your work, maintain focus and minimize household distractions. Leaving the workspace each evening provides a decisive end to the work day and helps the transition back to your personal life.

- **DEVELOP CLEARLY DEFINED WORK ROUTINES**
  When working from home, you must hold yourself accountable for your time and productivity. Devise a routine that provides structure to your work hours. Set your alarm. Start the coffee maker. Spend a few minutes at the beginning of your “work day” to schedule your tasks and set productivity goals. It is gratifying and motivating to have measurable outcomes and definitive results from work hours well spent.

- **OVER COMMUNICATE WITH COLLEAGUES**
  If you don’t routinely work from home, miscommunication can become a problem when you suddenly start working remotely. Schedule regular check-ins with your manager (preferably by phone or teleconference rather than text or email) to maintain a clear understanding of expectations and objectives. Don’t hesitate to reach out to the same people you would usually turn to for help. Also, stay in touch with co-workers just to say hello and be supportive of others.

PLEASE KEEP IN MIND YOUR EAP IS ALWAYS AVAILABLE TO YOU EVEN IN THESE UNUSUAL AND CHALLENGING TIMES. 1-800-542-6021