

# WORKING AT HOME

## Developing sustainable rhythms



1

### SHARED SPACES

Working at home means you'll be sharing your personal and work space with others all the time. Sit down with the household and work out some ground rules around how you'll live together for the next month. Listen to others and be prepared to adjust those expectations as you go.



2

### MANAGE EXPECTATIONS

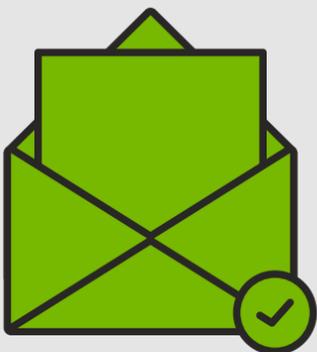
We can feel under pressure to be online 24/7 responding to people and deadlines. Instead, note down the one or two things that you want to achieve today and work on those. Manage others' expectations of when you'll respond to them (e.g. in an out-of-office email message).



3

### EXERCISE

Don't spend all day in front of your screen. Get some fresh air - go for a walk; do some gardening; fix the fence; or stretch out with some yoga. And don't forget to rest, eat well and sleep better. (Remember to practice social-isolation with the fridge)



4

### TAME YOUR EMAIL

If you're feeling overwhelmed by emails and other messages, set certain times of the day when you'll check those and keep the rest of the time free for other things - work, family, exercise, meals etc. Don't check work emails outside of work hours if you don't have to.



5

### CHECK-IN WITH OTHERS

Work hard at keeping relationships going. Phone calls, social media, emails, video chat and other things can help with this, but keep asking yourself is my use of these things promoting well-being. Check in with others too if you need support.



6

### REFLECT, WORSHIP, PRAY

Take care of your spiritual life. Remember to reflect on what is going on with and around you; take time to worship God in spirit and in truth in your daily rhythms; spend some time in the Word; and pray without ceasing.