

BALANCING

HOME & OFFICE

UNDER ONE ROOF

Work-life balance can be especially difficult when both are happening in the same location. Allocating time for work, family and yourself in your daily routine will make working from home much more manageable.

Home

Try as best you can to keep your bedroom a No Work Zone. Use mornings to enjoy the comforts of home, carry out your normal routines, enjoy a cup of coffee at your favorite window and don't let thoughts of your upcoming workday creep in. At night, leave those thoughts at your desk as you return to homebase.



Office

Whether it's a folding table in your basement or a sliver of the kitchen table, designate space for your home office. Your chosen spot should be quiet, have access to Wi-Fi and be stocked with all the supplies you need to get your job done. Set boundaries with yourself and housemates that make time here uninterrupted. No loud music, no gabby guests and definitely no random dance parties (okay, maybe one or two dance parties). Resist the urge to balance chores with your work schedule, or use the pile of dishes as a strategic break away from your desk.

Prioritize Family

If your spouse is also working from the house or your kids are home for the summer, you may find it difficult to give work your undivided attention. Build a plan that allows you to dedicate 100% focus to one or the other throughout the day. Let your kids ride their bike around the neighborhood for an hour while you grind out a report, and then push them on the swing for 30 minutes. Agree to set "work" hours with your spouse. Striking a balance will eliminate guilt and boost your efficiency.

Take Care of Yourself

Work and family are important, but your number-one priority should be you. Schedule a couple hours each day for a lap around the block and an in-person or virtual hangout sesh with a friend. When you let yourself relax and recharge, you will be better equipped to handle whatever comes your way that day.