

With employees across the globe in quarantine, many businesses are moving to a remote work model. For someone who is accustomed to the hustle and bustle of commuting and the social atmosphere of their workplace, remote work can be challenging at best. Some of us have children at home, making this transition even more difficult. If you are going stir crazy or struggling to adjust to your new routine, here are a few tips to help you stay sane:

- 1. Develop a Routine.** When you go into the office, you likely have a set routine you follow every day. Clock in, check e-mail, make a to-do list, etc. While you are working from home, attempt to set and adhere to a routine. Not only will it help you stay focused, it will prevent simple tasks from slipping through the cracks, while helping you to maintain a professional mindset.
- 2. Set Up a Workspace.** Whether you have an entire room set aside, or a small niche in your bedroom with your computer set up, it is important to designate an area for your “office”. This is your professional space, where you can focus on completing work tasks. Having your own space helps you to maintain focus and shift gears into professional mode. If you choose to do this in your pajamas, well, I won’t judge you.
- 3. Communicate.** Stay in contact with your co-workers, customers, etc. We are all adjusting to these changes, and it is important to keep in touch with the people you normally conduct business with. It shows that they are not out of sight and out of mind and helps to continue building those relationships that you have worked so hard to develop. For you social butterflies out there, Skype and Facetime may be crucial to your success during this time.
- 4. Take Breaks.** Seriously. I applaud you for wanting to power through everything, but you will eventually burn out. If you typically take breaks while you’re at work, don’t stop now. Get up, walk around, stretch. Go outside and get some fresh air. Run around the block, shoot a few hoops in your driveway, anything to get you moving.
- 5. Go Easy on Yourself.** This is a new experience, there will be an adjustment period. There will probably be hiccups in the beginning as you learn how to successfully maneuver through this new situation. You’re not alone, there are millions of others out there who are also working from home. Take a deep breath and remind yourself that you have a job to do, a job that your boss thought you were the best candidate for. You will succeed. Just cut yourself some slack.

The Coronavirus, or Covid 19, has thrown millions of lives off balance. For those of us fortunate enough to continue our work from home, it is a huge adjustment that can take a while to get the hang of. Sometimes it may feel like it’s an impossible feat, but we will all persevere, and who knows? You may decide that you prefer working from the comfort of your home, with no commute, and no shoes required.