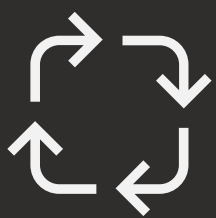




WORK FROM HOME TIPS: PARENTS EDITION



Working from home is a new reality that many of us are now faced with. Not only are you expected to learn new processes/technology in order to maintain daily operations, but you have taken on new coworkers: your children. How can you stay productive, focused and sane with your kids always interrupting though? Check out these tips from parents at CFS!



Step 1

Be flexible

Flexibility is crucial. If your spouse has more morning meetings, plan yours during the afternoon. If your child is napping longer than usual, seize the opportunity to catch up on emails. Take turns with lunch duty each day.



Step 2

Set daily goals

Sticking to a schedule isn't always feasible, things happen. Instead of planning out your day in time slots, focus on the goals/tasks you would like to achieve.



Step 3

Maintain structure

Kids still need structure. Whether it's the time they wake up, eat lunch or how much time they spend on school work, it's important to maintain structure. Schools may be closed, but it's not summer vacation yet!



Step 4

Utilize technology

From educational games to videos, there are many tools that parents can use to keep kids busy. In addition, friends and family can virtually "baby sit" by reading a book or telling a story over video chat.



Step 5

Be open and honest

Let your coworkers know that you have children in the house. They will be understanding of any uncontrollable background noise. Also, utilize the mute button; the mute button is your friend when your kids are running wild.



Step 6

Remember to breathe

Breathe. Take things one day at a time. No one said this transition would be easy. We are all human and things are bound to slip through the cracks. It is okay.

