

Hey Everyone I'm starting this thread to offer some suggestions on how to work from home in a healthy way... **and** We'd love for you to contribute some ideas to share as well. This is not an exhaustive list but a place to suggest ideas to others on the All Staff Team.

- **Start Your Day Right**
  - Don't Start Emailing or Messaging or Texting From Bed
  - Get up and do your normal morning routine
  - Take a shower, get dressed as you would going to the office... Shift gears into "work mode".
    - Think Casual Friday not Pajama Party
- **Make a Space for yourself**
  - Don't sit on the couch with your laptop.
  - Sit in a proper chair or stand at your desk
  - Think Ergonomics
  - If you need to take your monitor or computer home from the office notify IT by email
- **Set Working Hours**
  - Establish your hours you plan to work for the day
  - Define your day before it starts
  - Use your outlook calendar to communicate when you aren't working by blocking "Out of Office" time on your schedule when you aren't available for co-workers meet with you.
  - Use Quiet Hours on your phone so Email & Teams conversations don't suck you in when you aren't working.
  - Take breaks as you would in the office (but not too many 😊 Smiley)
  - Eat meals with your family in the kitchen not at your work space/desk.
  - Communicate with your team when you are "on the clock" with a quick "I'm at work" post in a group chat in teams so your department knows when you are and aren't working.
  - Don't try to multi-task housework while you are working
  - Don't try to multi-task social media and work.. it's a black hole it will suck you in and you can't escape 😏 Winking
  - No commute time Does NOT = Get More Work Done. Use the time you'd commute for "You" Time (ie. Devotional, Prayer, calling a friend, etc.) You need time to de-compress from work or family time before you change gears.
- **Communications and Expectations**
  - Clarify with your family when you are working and when you are available to them.
    - Consider a space with a door and asking family to knock before they "visit" you at work.
    - Talk with your kiddos and help them understand that just because I'm at home doesn't mean its play time.
    - Make time for family and guard that... schedule a playdate with your kids.

- Not every discussion needs to be a "meeting" or video call. Use Tools like: Teams Chat, Group Chat, Teams Discussions and Emails to reduce the time it takes to "gather" everyone for a discussion.
- Avoid using Texting for business communication.  
Just because we aren't in the office doesn't mean we should use whatever method of communication we want.
- *Don't Video call in your PJ's (OR in the BATHROOM!)* we don't need [this](#) to go viral for a Northwoods Employee.
- Use Approved Northwoods Communications tools:
  - Northwoods has established approved tools to protect you in case something happens and we have a log to help if an accusation is made.
  - Tools include (Not limited to):
    - Church Phone calls Via Teams Voice
    - Church Email using your Church Email account.
    - Group Collaboration and Communication via Teams
    - Email and Messaging the Congregation thru MinistryPlatform.
- **Mental Health**
  - Mental health is hard sometimes when working from home, so try to stay connected to your team at work, that camaraderie is good for you.
  - Your family is your family.. don't dump all your work "drama" on your family find a way to buffer your family even though you are working from home.

**What are some ways you are creating healthy habits while working from home?**