

Remote Work Life Balance

In a remote work environment, it can be challenging to find a balance between your work and home life -- it can be difficult and stressful. Follow the tips below to help ease tension and maintain a healthy lifestyle.

Develop a Routine

- Wake up at the same time each day
- Shower, get dressed and have breakfast
- Maintain separate work and personal calendars
- Set goals and expectations for each workday
- Allocate enough time to meet your work responsibilities
- Take a scheduled lunch and breaks away from your workspace
- Schedule time to connect with colleagues

Stay Focused

- Keep your workspace clean and organized
- Remove distractions, such as a TV, when working
- Use do not disturb signs when appropriate
- Resist over-snacking or continuous trips to the refrigerator
- Continue to work through possible distractions
- Communicate with a colleague or family member when you need assistance

Be Respectful and Thankful

- Inform family when you need uninterrupted time
- Reassure your family they are a priority and you will spend time with them after work
- Shut down your computer at the end of every business day
- Remember to thank your family for their support
- Embrace each day and remind yourself why you are working so hard

The advice presented in this document is intended as general information for employers. Please contact your CompWest loss control consultant for further questions or guidance.