

# Working at Home Modifications During a Pandemic

***You're working from home and either you never have, or you have, but now there are two of you and possibly children. Our worlds collide. Our work identity was at work and home identity was within the walls of our houses. We have four topics to focus on:***

- Communication
- Boundaries at home
- Ways to have fun!
- Virtual coffee/tea and meals

What can we do during this time to help ourselves and those around us. Use the ideas below as a guide.

## HELPFUL TIPS TO WORK MORE EFFICIENTLY AT HOME

- Office space: Choose your home base and keep supplies there. If two or more are working at home also set up a temporary office space elsewhere in your home if confidentiality is important to your work.
- In the morning, discuss schedules for the day so you know when your phone calls might compete if you're working in the same room.
- Noise Cancelling headphones: If two of you are working at home, give the noise-cancelling headphones to the one who is not on a virtual or phone call.
- Boundaries: Discuss and review with children and partners (and pets)! Make sure they are set up to manage themselves as much as is possible, and check in on them frequently.
- Decide how to handle household chores, and when. Consider teaching your kids some new life skills.
- If there are two or more of you, eat lunch together and get outdoors if possible.
- Dance together during the day for some fun. Reconnect in ways you hadn't.
- If you live alone, call a friend or a colleague and eat lunch together over Skype or Zoom.
- Use your Time Timer with a nice "Good Job" note attached.
- Decide what time you'll both stop working each day ... and maybe you'll make it earlier than "before."
- If you are a parent, take walks as a couple without kids. Get some alone time.
- Fun: One couple broke out their Looney Toon cartoon DVDs which keeps them laughing!

ICD® Fact Sheet – 033: Working at Home Modifications During a Pandemic  
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*This Fact Sheet is a summary of ideas gathered from the ICD® Pandemic Series of Classes in April, 2020.*