

Creating boundaries between personal life and working from home

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Do you ever catch yourself heading back to your work-at-home office to get just one more thing done, and then realize after two hours have gone by you've missed out on something really important at home?

There's no doubt, working from home has some great perks. There's no commute, everything in the fridge is fair game, and you get to wear whatever is comfortable unless you have a video call. But working from home can create some real stress too. You might think about work all the time, or even start to work more and more hours.

So in order to stay happy and have balance while working from home, let's talk about five simple rules that can make all the difference:

1. Think ahead. During the last 15 minutes of your workday, plan out your top priorities for the next day. Knowing you have a plan in place will keep you from logging back on to finish that project.
2. Have a clear start and stop time. Make sure you're logging in and logging off every day like clockwork. Just because you're home doesn't mean you should work more hours. Actually, it's been shown that workers tend to do more in less time at home because they don't have office distractions.
3. Make commitments that force you to end on time. That can be dinner with your family, taking the dog for a walk, or time to work on your favorite hobby.
4. Power down completely. Shutting down your computer puts time and effort between you and easily getting back online.
5. Fake your old commute. Give yourself 15 minutes to transition your body and mind back to home life. Listen to your favorite podcast, go for a walk, meditate, read a book, change your clothes, anything that signals I am off work.

Setting up clear boundaries and following these five simple rules may better help you achieve work-life balance.

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