

A TOOLKIT FOR PROFESSIONALS MINDFULNESS AT WORK

Working from Home

Working from home presents both benefits and challenges. Challenges may include difficulty differentiating between work and personal life, lack of human connection, or difficulty overcoming distractions. Mindfulness of these challenges increases our ability to make working from home work for us.



TIPS FOR WORKING FROM HOME:

- Establish consistent work hours – and do your best to stick to them
- Communicate your needs for space, equipment, and privacy with those who share your home
- Schedule breaks into your day – and do your best to take them
- During breaks, practice mindful rest by going device-free, stepping outside, or doing a 5-minute meditation.
- Keep in touch with colleagues. Consider virtual lunch dates with co-workers.
- Communicate clearly with your bosses. Let them know what's working for you and what needs attention.
- Be mindful of the positive aspects of working from home. Cultivate gratitude for these things.

MINDFUL REFLECTION:

To get a better sense of how remote work is working for you – and how to improve it – consider the following reflection questions. Sit with these questions in mindful contemplation or write your responses in a journal:

- **What would work-life balance look or feel like for me at home?**
- **On a scale of 1 to 10, how well is remote work working for me?**
- **If not a 10, which aspects are challenging?**
- **How might I address these challenges?**

We need to do a better job of putting ourselves higher on our own 'to do' list. – MI CHELLE OBAMA