



Top 5 tips when working from home

1 At home, you may lose the natural breaks you typically get in the office from going place-to-place. Don't forget to build these moments back in to your day. Take breaks between conference calls and emails to stretch, walk, say hi to your puppy, grab a coffee, etc. Your body, family and colleagues will appreciate it!

2 Meetings don't have to be an hour. Consider having 5- to 15-minute check-ins with your direct reports or manager each morning, mid-day and late afternoon.

3 Reset your expectations for remote work. Celebrate what went well and accept that working from home leads to different accomplishments. Forgive yourself and others for barking dogs, a needy child or other unexpected life sounds. We all know that's what home life is all about.

4 Allow for social time with team members in whatever way works best for your group. Have a virtual coffee chat!

5 Breathe and appreciate the unexpected moments with family. That's less frustrating than feeling "interrupted," and years from now, you'll be so glad you did.



Do you have other tips you'd like to share? Email us at internalcommunications@cookchildrens.org. We're all in this together!

