



8 Tips for Caregivers working from Home

1. Start your day with your usual morning routine

- Wake up at the same time every day.
- Have a cup of tea or coffee, have breakfast, call your mom – whatever has been part of your routine.
- Take 5 deep breaths, meditate or do yoga to start the day in the right frame of mind.
- Focus on what you find meaningful about your work.

2. Have a designated work space

- Create an area with few distractions.
- Communicate with your family as to what you need to work effectively from home.
- Have designated areas for family members to work, study and play.

3. Create a schedule and stick to it

- Create a work-related “To Do” list and at the beginning of the day.
- As much as possible, keep your work hours, breaks and lunch the same.

4. Take care of yourself

- Remember to eat, drink water and go to the bathroom!
- Sit at the table to eat lunch.
- Plan healthy snacks, such as: fruit with nuts or nut butter, or veggies and hummus.
- Plan meals ahead of time. Use your crockpot, instant pot and other cooking tools for easy, quick, healthy meals.
- Remember to move, stretch, and take a 10 min walk during the day.
- Make space in your day to effectively relieve stress. Sit quietly for 1-5 min and simply breathe, step outside for fresh air, look out a window at nature and rest your mind – purposely think of *nothing*.

5. Learn the Do's and Don'ts of virtual communication

- Learn to use common platforms for connecting with others - Skype, WebEx, ZOOM.
- Learn how to mute/unmute, share screen, send or ask a question.
- To avoid noise in your surroundings being heard in the meeting, mute yourself when not speaking.
- Introduce yourself when speaking. Not everyone will recognize your name and work.
- Be respectful of the time. Be prepared for meetings. Use SBAR tool for effective team communication.

Situation – What is the situation you are bringing for discussion?

Background – State pertinent background information related to current situation.

Assessment – Share what you think the problem is.

Recommendation/Request – What is your proposed solution?

6. Stay connected with friend, family and fellow caregivers

- Check in frequently with people who are in isolation, self-isolation, or you suspect may need more support.
- Establish the best way and best time to reach out to others: e-mail, text message, individual or group Skype or Zoom, or phone call.
- Schedule a group Skype or Zoom dinner, game, book club discussion, dance or workout.

7. Be grateful

- Thank at least one person (in any format – text, smiley face, phone call).
- Acknowledge at least one person for their contribution during daily huddles and meetings.
- Send a gratitude message through Office of Caregiver Experience.
- Send a Caregiver Celebration.

8. At the end of your day, by reflect on what went well

- End your workday at a reasonable time and step away from it, both mentally and physically.
- Be proud of your work. Remember, what you do is meaningful and makes a difference!
- Acknowledge ONE thing that was difficult in your day and LET IT GO.
- Make time to connect with loved ones and friends. Social engagement, at a distance.
- Do something relaxing before bedtime – listen to music, guided meditation, read a book, enjoy a cup of herbal tea.
- Practice 3 Good Things: Before bed, write down 3 good things that happened today, and the emotion(s) they sparked. You'll sleep better and it will improve your mood.

