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 respective 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.