Work Environment & Lifestyle:

We can CREATE this in our new Work Environments

As we all start working on our therapeutic environments at home this week, here are some helpful thoughts:

1. **Choose the ideal space.** Dedicate a quiet and private space within a room and set it aside as your workspace. It is preferred that this space be free of foot traffic and noise to allow for best practices when telecommuting & providing telehealth. In order to reduce your stress level, it is also recommended that you do not switch between kitchen table and a corner of your bedroom on given days, but select one space to set up.

2. **Natural Light.** Find a space near or next to a window where natural lighting affects the space you’re working in.

3. **Ensure privacy.** It is critical to uphold confidentiality during tele-therapy calls. Be sure that there is no one else in the room. It may be helpful to find a different scheduling set-up to best suit the confidentiality needs.

4. **Boundary Setting.** It will be good to add structure to our work hours and maintain strict boundaries with ourselves to maintain our self-health. Take breaks, and
purposefully step away from electronics. Go out of the home, or at least to different room to eat lunch, etc... Place your hand on your heart or cheek and take some breaths and get back into your body!

5. **Communicate.** Have a purposeful conversation with others and kiddos in the home. Communicate your schedule, and the importance of privacy. Perhaps place a sign nearby when you’re on calls.

**Day-to-Day Rituals:**

6. **Schedule.** Set your daily work hours, and stick to it! Wake up at the same time each day, set your breaks, and hold yourself accountable to these.

7. **Morning Rituals: Music.** What do you normally listen to on the way into the office? Pick a Pandora station or create a music list that indicates your transition to work, play it first thing in the morning.

8. **Transition Rituals: Movement and Breath.** When it’s time to take a break, close your computer and turn off notifications! Try utilizing a movement or breath technique. See attached “5 senses exercises”-

*Our community is so lucky to be a part of the U of U Health. Take a breath, lift up chins, and soften your heart hearts!*