

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 tele-health. 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 a 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!**