

WORK FROM HOME TIPS



Catholic Apostolate Center
Reviving Faith • Rekindling Charity • Forming Apostles

Based on discussions with the TH541 Church Management and Leadership course at Saint Joseph's College of Maine

1. Make a to-do list for the week and each day pull some things from the list. If you don't finish something one day, carry it over to the next day.
2. Keep a routine for consistency. Work at the same times, go grocery shopping at the same times, exercise at a consistent time. The routine helps your mind be at peace.
3. Replace your commute with another activity (e.g. breakfast with the family, prayer, check-ins with family, take a short walk, etc.)
4. Work on communicating with family members to maintain a good internet connection to help maintain optimal bandwidth.
5. Help out with preparing meals as a family.
6. Keep consistency within your work. If your team has a regular meeting time, try to meet virtually to keep normalcy.
7. Set limits on when to stop checking emails, messages, etc., after work hours. Keep your work materials in one place so they don't take over your living space.
8. Reach out to coworkers and ministry members more than normal. Reach out to them individually.
9. Allow extra time for things to be done and express gratitude when they are completed.
10. Try to identify a space that you can call your own for whatever you need.
11. Listening to music can be helpful, but find music that helps you concentrate and stay focused, not the opposite.
12. Develop an outcome-oriented work ethic if it helps when completing tasks.
13. Keep a clean desk/working space so it is easier to stay focused.
14. Get a good office chair.
15. Be open to God's grace working in and through you.
16. Remember to take time throughout the day to be with God through little prayers.
17. Set up calls and/or video chats with family and friends. Set up some for a consistent time for a sense of regularity.
18. Form a buddy system to help each other when you're down and to lift each other up.
19. Take time out of your day to refresh your energy. Take breaks and find ways that help you refresh.
20. When there are days of "dark places" take the extra time for self-care to refresh and reorient yourself.
21. Keep a positive attitude that this pandemic will be over sooner rather than later.
22. Include daily tasks that promote self-care, like going for a walk or cooking.
23. Remember personal hygiene and to eat healthy.