

Creating a Positive Work from Home Experience



Thursday, April 15,, 2021



WWW.EASTRATEGICPARTNERS.COM



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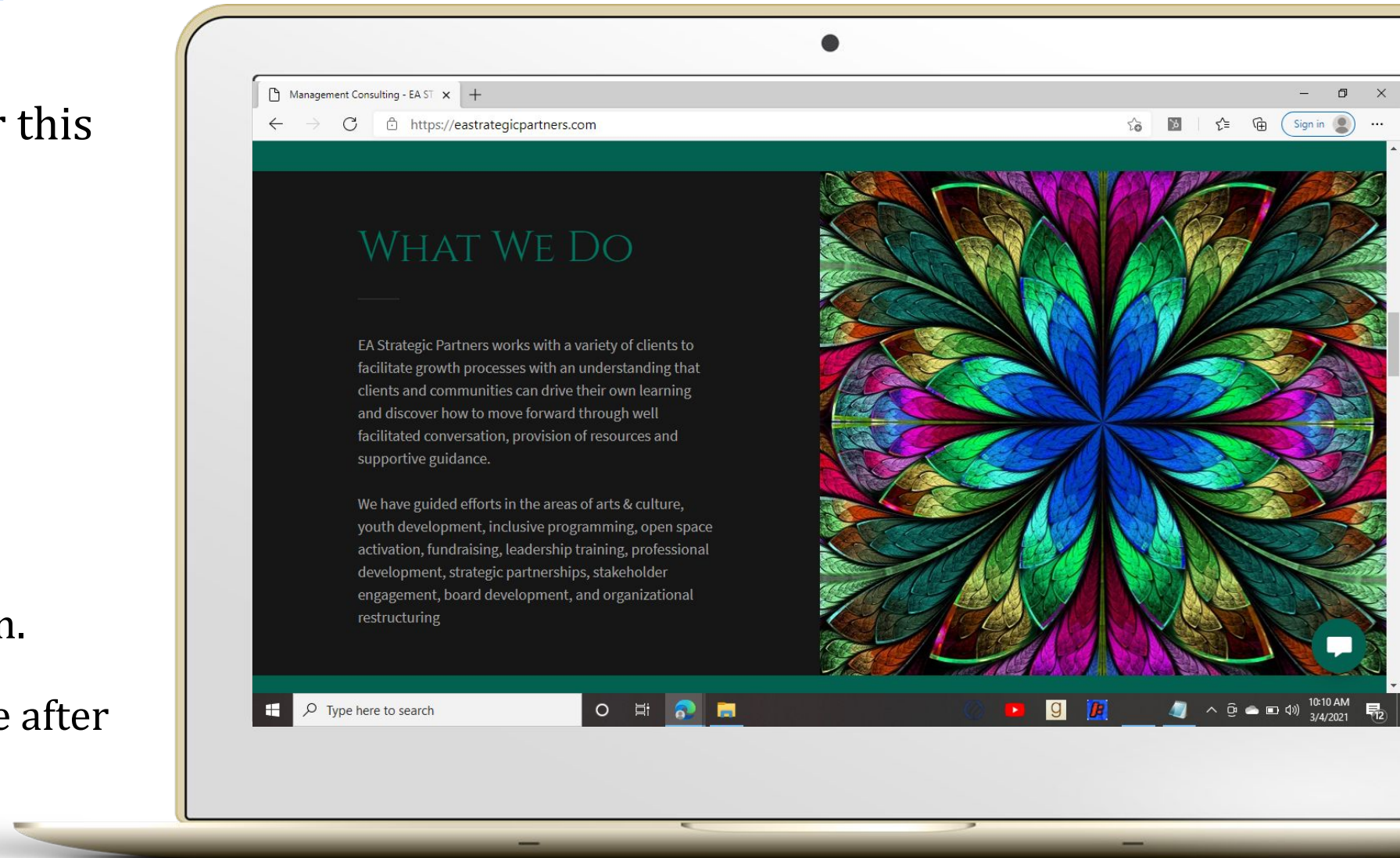
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Tech Review

Things to keep in mind for this workshop:

- This session will not be recorded
- Closed captioning will be provided.
- There will be interactive components in this session.
- The slides will be available after the session.



Learning Objectives

Session #1

Thursday, April 15th, 2:30pm - 4:00pm

At the end of these sessions, participants will be able to:

1. Identify furniture needs and space options
2. Create a functional workspace
3. Establish and maintain a routine
4. Create boundaries and maintain balance

Related Workshops

1. [Creating A Positive Work from Home Experience Session 2](#) - Thursday, April 29th from 2:30 - 4:00pm
2. [The Legal Considerations of Having a Remote Workforce](#) Thursday, May 6th from 2:00 - 3:30pm

Agenda

Session #1

Thursday, April 15th

2:30pm - 4:00pm

1. Welcome / Introductions

2. Icebreaker

3. Work from Home Spaces

4. Break

5. Integrating healthy practices into the work from experience

6. Closing

Agreements

*Make space,
Take Space*

Help balance the
verbose and and
reticent.

Confidentiality

Take the lessons.
Leave the details

Be Open.

Be open to learning
and to someone else
speaking your truth.

*Assume best
intent, be
accountable
for impact.*

Listen from the inside
out. Value the process.

*Self Care and
Community
Care*

Pay attention to your
needs. Pay attention to
your neighbor.

Adapted from: adrienne maree brown, "Emergent Strategy," 2017

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EA Values

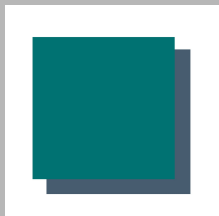
- 1. Racial and Social Justice**
- 2. Community Voice**
- 3. Teachers as Learners & Learners as Teachers**

Icebreaker

1. **Rename yourself:** Make sure you include name, organization and pronouns
2. **Find Three Things:** You have about 2 minutes to find:
 - a. Something alive
 - b. Something cozy
 - c. Something that brings you joy



The Space



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Current Work from Home Space

Using one or two words, please describe your current work from home experience.

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Current Work from Home Space

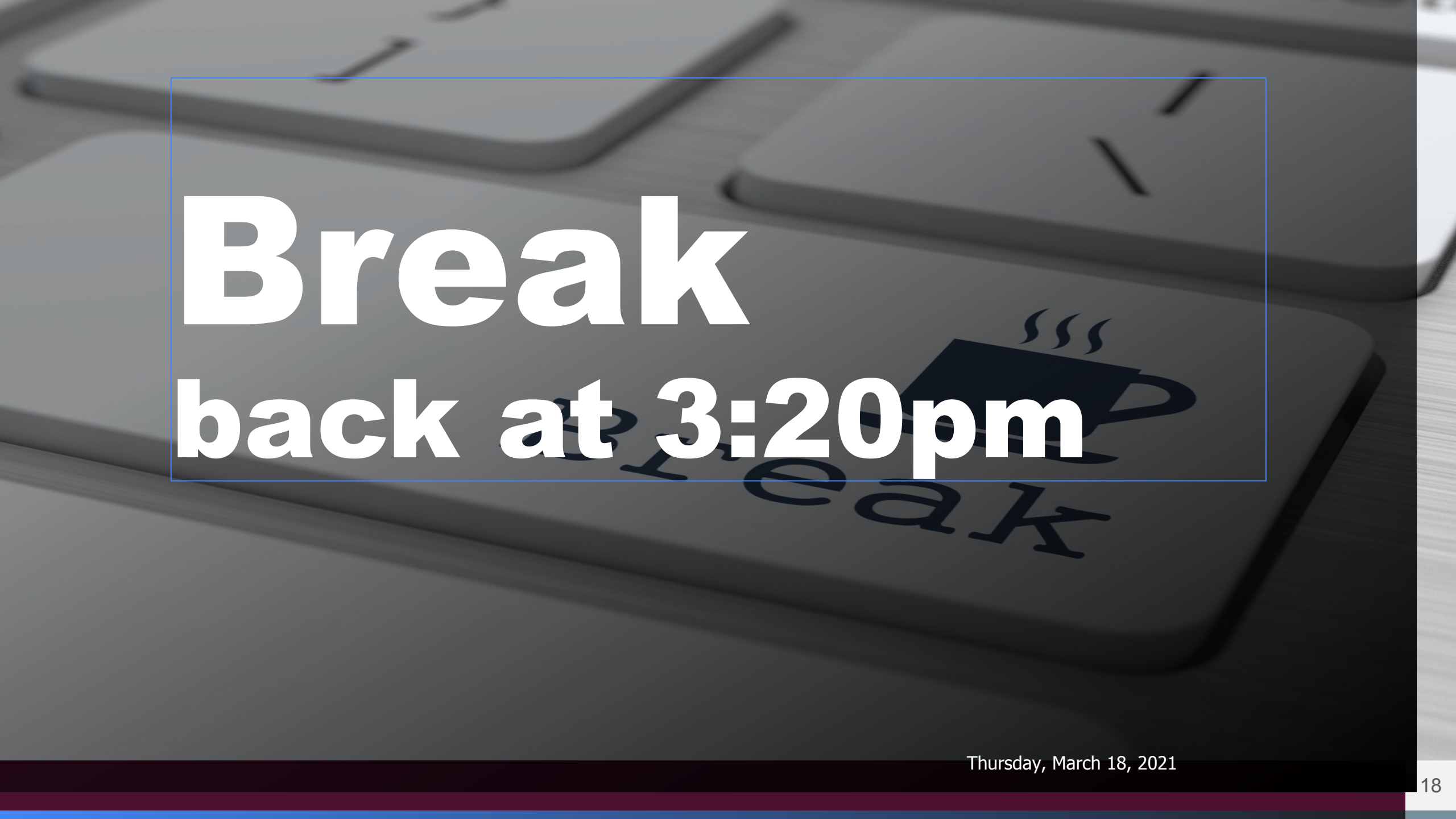
What percentage of the work week
are you currently working from
home?

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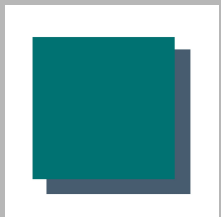




Break
back at 3:20pm

Thursday, March 18, 2021

Healthy Practices



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Healthy Practices

What ways are maintaining your health during this time?

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The New Normal



- Start of day routine
- Visible schedule of work-day
(Be mindful of over-booking)
- Short To-Do List
- Intentional breaks & out of office time
- Sticking to a clock-out time

Finding Balance

- Checking in with co-workers (virtual water cooler)
- Camera-on during virtual meetings
- Intentional breaks & out of office time



Healthy Practices

How are you checking in with yourself and others?

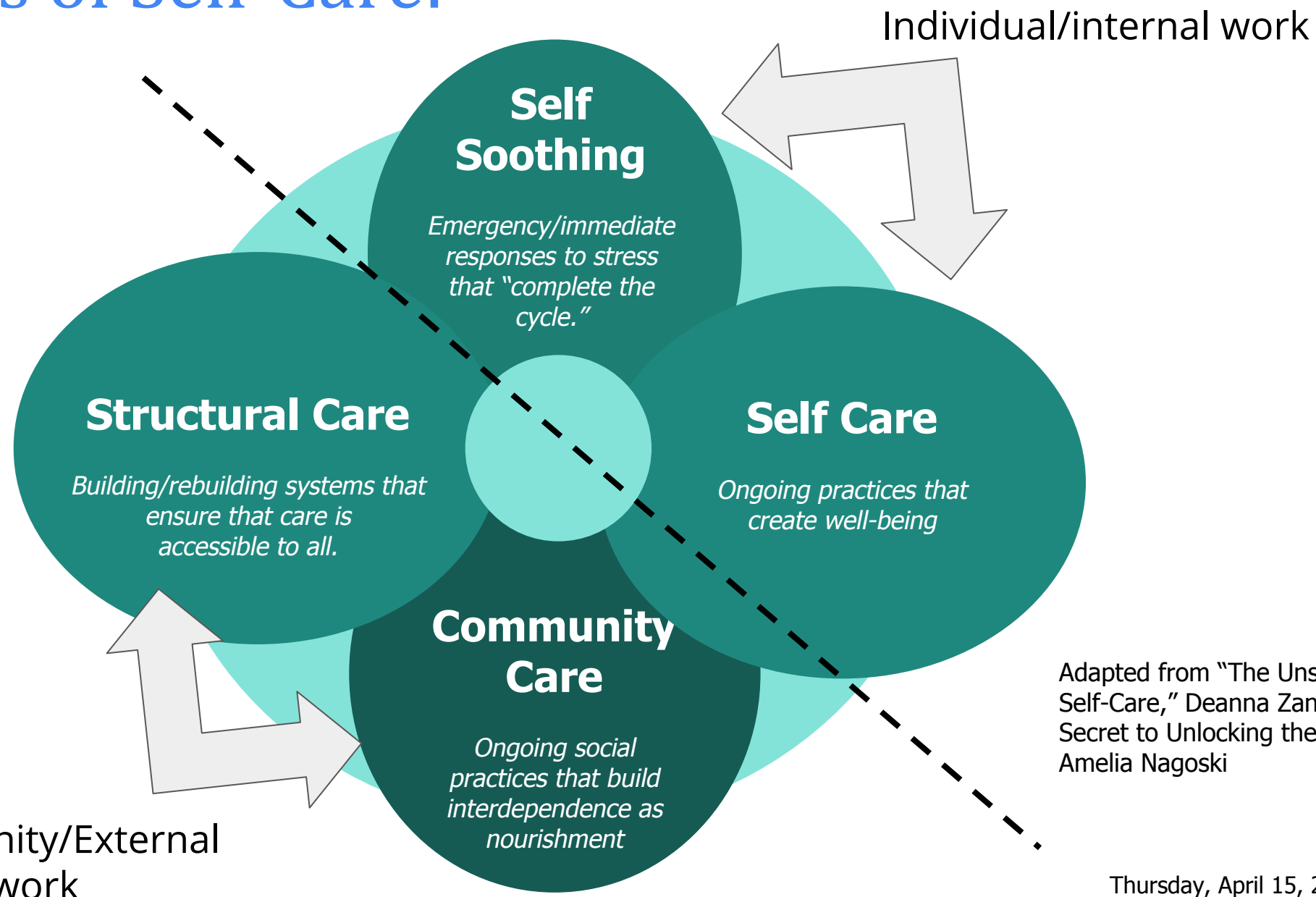
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Checking In with Yourself & Others



- Checking in with yourself
- Acknowledging when your needs have changed
- Communicating with your supervisor / board

Types of Self-Care:



Adapted from "The Unspoken Complexity of Self-Care," Deanna Zandt and, "Burnout: The Secret to Unlocking the Stress Cycle," Emily & Amelia Nagoski



Self Soothing

*Emergency/
immediate
responses that
"complete the
cycle."*

Working from Home Examples:

- Step away from the computer/take a break to:
 - Go outside
 - Eat a healthy snack
 - Practice meditation & breathing
 - Stretch
 - Drink water or a favorite beverage
 - Extend a kindness gesture - text a friend
 - Journal
 - Listen to music
 - Inhale a pleasant scent
 - Positive Social Interaction (20 sec hug!)
 - Engage in a creative activity
 - Use a Mindfulness Technique (5 things etc.)

Adapted from Dr. Charmain Jackman, www.innopsych.com

Mindfulness Resources

- 1. UMass Memorial Health Care Center for Mindfulness,** <https://www.umassmemorialhealthcare.org/umass-memorial-center-mindfulness>
- 2. Cambridge Health Alliance Center for Mindfulness and Compassion,** <https://www.chacmc.org/>

Self Care

*Ongoing
practices that
create well-being*

Working from Home Examples:

- Health & Well-being
 - Keeping an organized and peaceful space
 - Eating healthy breakfast & lunch away from your desk.
 - Setting up an exercise practice
 - Maintaining creative projects
- Scheduling
 - Regular breaks
 - Sticking to work day start & end times
 - “Commuting” to work - create a transition
- Relationships
 - Saying YES and NO when you really mean it
 - Setting and keeping boundaries - especially with family
 - Regular meetings with supervisor & staff

Community Care

Ongoing social practices that build interdependence as nourishment

Working from Home Examples:

- Mutual Aid
 - Childcare cooperatives
 - Buy nothing groups
- Virtual social gatherings with colleagues
 - Book groups
 - Group art making
 - Virtual movie night
 - Icebreakers/online games
 - Communities of Practice
- Virtual & connective collaboration
 - Building & maintaining partnerships
 - Facilitating community meetings
 - Daily family meetings
- Trainings/Facilitated Learning

Structural Care

Building/
rebuilding systems
that ensure that
care is
accessible to all.

Work from Home Examples

- Building fair organizational policies:
 - Living wage
 - Comprehensive health care
 - Child & elder care for all
 - Paid family leave
 - Reasonable workload expectations
- Creating programming promotes:
 - Racial equity & justice
 - Gender & sexuality liberation
 - Educational justice
 - Economic justice
 - Building on the assets/addressing the needs of your community

Closing: What's one thing you are taking away with you?



Reminder

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Thank you!!!!

Contact Info:



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