Creating a Positive Work from Home Experience

Thursday, April 15, 2021
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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Using one or two words, please describe your current work from home experience.
Current Work from Home Space

What percentage of the work week are you currently working from home?
Break back at 3:20pm
What ways are maintaining your health during this time?
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?
Checking In with Yourself & Others

- Checking in with yourself
- Acknowledging when your needs have changed
- Communicating with your supervisor / board
Types of Self-Care:

1. **Self Soothing**
   - Emergency/immediate responses to stress that "complete the cycle."

2. **Self Care**
   - Ongoing practices that create well-being

3. **Community Care**
   - Ongoing social practices that build interdependence as nourishment

4. **Structural Care**
   - Building/rebuilding systems that ensure that care is accessible to all.

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

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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

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

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Thank you!!!!

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