

# 11 TIPS FOR LEARNING & WORKING FROM HOME

tips and exercises to make working and learning from home successful

## 1 PRIORITIZE A CONSISTENT, HEALTHY SLEEP SCHEDULE.

Write down what time you'll go to bed and wake up each day. Setting up a routine that will help you transition out of your day is important. Write out (or younger students can draw) at least 3 actions you want to include into your nightly routine. This might include reading for 15 minutes, journaling, meditating, taking a bath, or creating a to do list for the next day. Now circle one of your actions as a non-negotiable.

## 2 GET OUT OF YOUR PAJAMAS.

Getting up and getting dressed is a symbol to your body that the day is starting. Have your family organize their clothing the night before. Now is a great time to divide and conquer the responsibility of keeping those clothes clean. Have your student(s) write out the laundry process: transporting, sorting, washing, drying, folding, putting away, etc. Now talk through who will be in charge of each part of the process.

## 3 DEVELOP A MORNING TRANSITION.

Traveling to school and work was a natural transition into the day. Now you need to create that transition yourself. Write or draw three things you would like to incorporate into your morning routine. This might include taking a walk, drinking coffee, fitting in a workout, coloring, eating breakfast or watching a morning cartoon. These three small actions will be a signal that you're transitioning into your work or school day.

## 4 BUILD IN BREAKS.

Intentional breaks are essential to stay both motivated and focused. These breaks should be incorporated into your daily schedule. Try to provide breaks that you truly enjoy and look forward to. Create a "Break Bingo" in which you have a variety of options to choose from when you get to "break time." This can help eliminate the "I have nothing to do" commentary from students and encourage adults to actually break up their day.

## 5 MAKE YOUR DAILY SCHEDULE.

Maintaining a daily schedule helps create feelings of safety and security during an uncertain and fearful time. Create a daily schedule that incorporates the morning routine, nighttime routine, and break times that you've already brainstormed. Younger students might need some help in designing their schedule - it's a great idea to have them draw a picture for each part of the routine as a visual reminder.

## 6 CREATE YOUR WORKSPACE.

At both work and school we have a designated workspace that helps us get into a working mindset. Set up a designated workspace and take 5 minutes each day to make sure it is clean and tidy. An organized workspace will help you stay more calm throughout the day. As an added source of motivation, create a poster that features one quote that inspires you, and post it near your workspace.

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## 7 SET AND AGREE ON EXPECTATIONS FOR THE DAY.

Create a list of what you need to feel accomplished and successful at the end of each day and then share the list with your students or family members. Once you've shared what you need you can start discussing what expectations need to be in place to help you reach success. An expectation for a virtual class meeting might be to "Show support by sending a thumbs up" to help students feel validated and keep students engaged. An expectation for home might be to "To respect people's independent work time or alone time that they've included in their schedule." Write a classroom or family charter that states how everyone would like to feel and what expectations everyone will agree to in order to help get you there.

## 8 DIVIDE AND CONQUER RESPONSIBILITIES.

Reset expectations around shared responsibilities in the house. Have students create a list of all the household responsibilities they think they can help with. Now families can create a responsibility chart of who will do what. Older students might be able to help prepare lunch while younger students can at least help pick up and put away toys, clothes, etc. Go back to your daily schedules and add those responsibilities in!

## 9 CREATE TIME FOR FAMILY CONNECTION.

Just because you are physically sharing the same space, doesn't mean you're taking the time to meaningfully connect. Create a list of games or activities you would like to do as a family. Then create a list of topics you'd like to talk about that are not related to coronavirus. For students, this is a great time to get to know their parents - what did they like to do as kids, where have they travelled, and what were their childhood dreams?

## 10 CREATE TIME FOR SOCIAL CONNECTION.

Both adults and students should find time to connect with people they aren't currently living with. Create a list of the people you care about, that you want to reach out to during this time. Then connect with them in a way that feels special for you. Write them a letter. Make them a personalized postcard. Send them a video message or a photo that makes you think of them. For more ideas, take a look at social connection bingo.

## 11 MAKE SPACE FOR ALONE TIME.

In a time when you are already physically isolated from so many people, it might feel strange to prioritize alone time, but you need to give yourself space for personal reflection and self care. Take a look at your daily schedule. Have you included time with yourself to reset and recharge? Create a list of self care activities that are helpful for you. Go back to your daily schedule and block off time for alone time and self care.

# ACTIVITIES AT A GLANCE



- 1 Write or draw at least 3 actions you want to include into your nightly routine. Now circle one of your actions as a non-negotiable.
- 2 Have your family organize and set out their clothing the night before. Have your student(s) write out the laundry process, talk through who will be in charge of each part of the process and assign responsibilities.
- 3 Write or draw three things you would like to incorporate into your morning routine.
- 4 Create a "Break Bingo" in which you have a variety of options to choose from when you get to your "break time."
- 5 Create a daily schedule that incorporates the morning routine, nighttime routine, and break times that you've already brainstormed.
- 6 Set up a designated workspace and take 5 minutes each day to make sure it is clean and tidy. Create a poster that features one quote that inspires you, and post it near your workspace.
- 7 Create a list of what you need to feel accomplished and successful at the end of each day. Write a classroom or family charter that states how everyone would like to feel and what expectations everyone will agree to in order to help get you there.
- 8 Have students create a list of all the household responsibilities they think they can help with. Go back to your daily schedules and add those responsibilities in!
- 9 Create a list of games or activities you would like to do as a family. Create a list of topics you'd like to talk about or questions you'd like answered that are not related to coronavirus. You can use our non-coronavirus conversation starters as inspiration.
- 10 Create a list of the people you care about, that you want to reach out to during this time. Then connect with them in a way that feels special for you. Take a look at the social connection bingo for some ideas.
- 11 Create a list of self care activities that feel helpful for you.