

I HAVE PARENTS AT HOME - NOW WHAT?!

➔ Working while caregiving



With an aging population comes some new working territory for some of our work-from-home employees - working with their elderly parents at their side. The tips below are very similar to working with kids at home with some important additions:

- **Get a headset:** Not only does it block outside conversation, it also signals to your parent that you are occupied and shouldn't be interrupted unless it's an emergency.
- **Don't forget to eat:** Hangry is real! Having to divide your time between your company and your loved one can make it easy to forget to eat. Set an alarm if that helps.
- **Be upfront with colleagues:** Let your coworkers and your supervisor know what your caregiving schedule looks like. Update your calendar to show times you are busy helping your parent. Read more [HERE](#).

➔ New work/life integration



Trying to integrate a new caregiving routine into your new workspace can be challenging. Balancing the two takes finesse, [HERE](#) are some tips to help make a smooth transition:

- **Set boundaries:** Maintain some designated time for work tasks vs caregiving tasks (albeit flexible time).
- **Don't completely isolate yourself from other people:** Continue to nurture social connections.
- **Don't try to do it all:** Enlist help if you are feeling overwhelmed!



WORKING AT HOME: KID VERSION

Find the full article from Altru [HERE](#).

Wow! All around the United States, employees' workspaces have taken on a whole new look! Many are working from home, with children by their sides and schools closed with distance learning on the horizon. Parents are trying to figure out their new normal, with many scratching their heads in these uncharted waters. Altru has some great tips to help those of us working from home with kids:

- **Set up a workstation:** If possible, find a room with a door you can shut. Even a table in a bedroom is preferable to working at a kitchen table. A headset with noise cancelling microphone and mute button is helpful to block out children and dogs during calls. This will also help separate your roles as employee and caregiver, so you can feel fully engaged when in your dedicated workspace.
- **Establish ground rules:** Set your alarm for the same time every day. Schedule lunch and create structure for your children. Explain to your children that you have work to get done and set a timer, once that timer goes off play a card game or something fun!
- **Set a schedule:** This way you and your children know what the day will look like (so everyday doesn't look like a Saturday or Sunday). This will help everyone!
- **Communicate:** People still need to call each other to stay connected. Maximize your virtual touch points. Help your child stay in touch with friends and family through Messenger Kids, Facetime or Hangouts.
- **Lighten up:** Stay positive and have fun! Laugh with your kiddos, cuddle up during a break and let them know you are there for them. And most importantly, don't feel bad your children are getting a little extra screen time. This is temporary and it's okay to bend the rules.
- **Encourage movement:** Taking 15 minute breaks is just as important for you as it is your children. Take a walk or bike ride outside, play catch or basketball in the driveway. The fresh air and movement will make everyone feel reenergized! (Remember to keep 6 feet from others)