

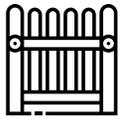
BALANCING CAREGIVING AND REMOTE WORK

Establish a daily schedule and maintain routines. Maintaining a routine is important to mental health and well-being and helps kids feel safe, regulated and calm.



- Keep bedtimes and wake times relatively consistent for the whole family.
- Kids need structure, but it doesn't have to look like a typical school day. Take time to determine what works for your family and give kids a say to help with buy-in.
- Work out a daily schedule that includes time for physical activity, social connection, and alone time for every family member. Have an activities list that kids can turn to if they get bored.
- Mark the transition from non-work to work with activities like taking a walk and getting dressed for the work and school day.

Set clear expectations and boundaries. Establish how work will get done with your family and colleagues.



- Carve out quiet zones for each family member to get work done.
- Trade off with your partner throughout the day taking 1-2 hour shifts. Rather than multi-tasking, it is more effective if one of you is "on" as caregiver, while the other focuses on work.
- Set alarms to manage transitions and use physical signals like "stop light entry" to help kids understand when you can and cannot be interrupted.
- Color code your calendar or use automated replies during the day to let colleagues know when you are not available or may be slower to respond.

Focus on your most important work and accept that you can't do it all. Work with your manager and colleagues to identify the most essential projects and tasks.



- Establish clear and realistic deadlines to set yourself up for success.
- Backburner "non-essential" tasks that do not relate to top business priorities.
- It is impossible to be productive and "on" at all times. Carve out non-work time and mental breaks to stay engaged and avoid burnout.
- Give yourself permission for this be messy and imperfect. If you have a bad day, accept it and move on.

Lead by example. As parents learn to do remote work, kids will learn by example.



- Model self-discipline and focus. This is an opportunity for kids to become more self-regulated.
- Tend to your own self-care and show your children how you manage your own stress and anxiety.