



Canadian Mental  
Health Association  
Manitoba and Winnipeg  
*Mental health for all*

Association canadienne  
pour la santé mentale  
Manitoba et Winnipeg  
*La santé mentale pour tous*



years of  
community  
ans dans la  
communauté

## Managing Competing Priorities when Working from Home

Many people are finding themselves working from home, possibly for the first time. This can be especially challenging when our attention is being pulled into several directions throughout the day from social media, friends, partners or children, all while trying to meet workplace demands. Below are some tips for navigating this new work environment:

**Think about what is important to you:** What are your priorities for yourself, and if you live with others, for the household? Do your children need help with schoolwork? What are your needs in terms of mental breaks and connection? These are good questions to ask yourself to start narrowing down how to manage your time.

**Can your employer be flexible:** Many workplaces are open to discussions with employees about working from home and being flexible with the work schedule. Consider when during the day you may need to take breaks to recharge or attend to other members of the household. Just check with your employer first about their expectations.

**Set firm boundaries and limits:** Work can easily slide into 'off time' but that time is needed to relax and and connect with others. Workplaces may be concerned that work isn't getting done because an employee isn't physically in the office and may be asking for more work to be completed or to be more available in 'off time'. This creates excess pressure and stress, taking a toll on mental health for all members of the household. Be firm about when you work and when you are off work.

**Make a schedule and routine:** Print off or create a weekly calendar and post it. Schedule work and break times. If you have a family, be clear about times that you are not available to help with family matters such as homework, as well as times you can be more flexible.

**Limit distractions:** Our friends are wanting to reach out and check in. Social media is buzzing with the latest news or funny cat videos. These are temptations that can take us away from our work. Find a quiet space where you can concentrate and set aside a time to review messages or check in with media during specific times during the day.

**Communication:** Without repeated communication with all household members and workplaces about your priorities, all of the boundaries and schedules in place will be challenged leading to frustration and negative consequences on both fronts. Each morning have a quick review of your availability with your household based on the priorities identified for work and home. If adjustments need to be made to your work day, communicate with your supervisor about the need for flexibility and set aside time from your day to make up the time.



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**The CMHA Service Navigation Hub (SNH) provides information on a range of topics related to mental health, mental illness, distress and strategies connected to resilience.**

When you connect to the SNH they listen and assess your situation; provide immediate support; educate and provide consultation on your rights and to determine next possible steps of action – whether to proceed with intake to CMHA programs or to refer to appropriate community supports.

You can reach them directly at: 204-775-6442 or email at: [hub@cmhawpg.mb.ca](mailto:hub@cmhawpg.mb.ca)  
Visit: [service navigation hub](#) for more detailed information on the support a Recovery Navigation Specialist can provide as well as other crisis supports within Manitoba.



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