



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

Tips for Working at Home

In response to the COVID – 19, we have been asked to practice physical distancing and many work places have encouraged employees to work from home. Working from home can be a challenging experience with lack of routine, distractions, no connection with employees. Here are some tips to help you work at home successfully:

1. **Maintain a Morning Routine**

It can be easy to start your day without getting dressed and go straight to your temporary at-home work station. It is important to treat every work day as if you are going to the office. Before starting your day get up have that cup of coffee and your breakfast, get showered and dressed before you settle down to work for the day.

2. **Make a schedule and stick to it**

Identify what needs to be done and make a priority list for the time you are away from the office. After identifying what needs to be done make a daily or weekly schedule for yourself and follow through. Remember to schedule physical and mental breaks into your day. You may want to share with your family and friends your work from home hours and ask not to be interrupted during this time. Tell them you're available after hours for a phone or facetime chat.

3. **Pick an appropriate work area**

Choose a specific work area in your home, so your work does not intrude into the lives of other household members and so you can leave work behind at the end of your day. Keeping the same space will help you stay focused on your work with little distraction. Fun idea: You can use a traffic light system to let other household members know when you are available. Red light – “Do Not Disturb” (ex. On conference call), Amber Light – “Working and Concentrating” and Green light – “It is OK to interrupt”.

4. **Keep connected with your team members and colleagues.**

It is important to connect with your team member's, colleagues and supervisors during this time. You can create online groups to connect on a daily basis about work (and for support).

5. **Maintain an End of the Day Routine.**

The same as the morning routine, shut work off after the regular work day. Clean up your work station and shut everything down. If your work area is not in an office, you should put it away until the next day. Keeping regular hours allows us to connect with our family and friends and focus on our own self-care.

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

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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