The California State University
SYSTEMWIDE HUMAN RESOURCES

LEARNING & DEVELOPMENT



WORK-LIFE BALANCE

HOW TO WORK FROM HOME AND STILL HAVE A LIFE

There are pros and cons to working from home. On the plus side, you're spared the commute and you're probably saving money on lunches and Starbucks runs. But there are downsides too. If you're not careful, work and home life can blur until work feels never-ending. That can be detrimental to your physical and mental health. It can also mean that you're bringing less energy and focus to your work.

The following activities will help you create a healthy work-life balance so you can stay sane *and* productive.

HOW DO I	TRY THIS ACTIVITY OR BUNDLE
• Create a schedule and routine • Cut out distractions • Practice self-care	• CSU Employees :Transitioning to Remote Work During COVID-19 (20-minute course)
For managers: • Establish team norms • Keep my team connected • Foster trust and accountability	• CSU Managers: Transitioning to Remote Work During COVID-19 (30-minute course)
For individuals or teams: • Improve well-being and focus • Connect to inner strength	• Mindful Meeting Exercises (bundle of 5-10 minute videos)
• Set up my remote workstation?	• Ergonomics Impact (8-minute course) • UCSF Ergonomics (cheat sheet)
• Deal with stress	• 6 Tips to Improve Your Work-Life Balance (6-minute video) • Take a Deep Breath and Manage Your Stress (22-minute course)

A FEW TIPS AND BEST PRACTICES

DO	DON'T
• Something symbolic to start your work day (switch on a desk light; change out of your sweats; commute round the block). • Have regular hours and a routine to signal when you're working. • Break up the day. Make sure you take coffee breaks, and have a non-negotiable lunch hour somewhere other than your desk. • Have non-screen time: read, exercise, meditate, play with the kids or your pet. • Something symbolic to end your work day (close your office door; put your computer away; create a to-do list for tomorrow).	• Have your phone nearby – it's too much of a distraction. • Eat "al-desko" • Just "quickly" check email 10pm at night. Or weekends! • Beat yourself up if you have a down day. Do this instead.

HELPFUL PERSPECTIVE

- "Work is a rubber ball. If you drop it, it will bounce back. Other balls - family, health, friends, and spirit - are made of glass. If

- "We need to do a better job of putting ourselves higher on our own to-do list." *Michelle Obama (former First Lady)*
- "We think, mistakenly, that success is the result of the amount of time we put in at work, instead of the quality of time we put in." *Arianna Huffington (founder of HuffPost)*
- "Never get so busy making a living that you forget to make a life." *Dolly Parton (no explanation needed)*