



Your Well-Being Resource

CONFIDENTIAL ▪ FREE ▪ SUPPORT

TIPS for Teleworking and Staying Calm During Difficult and Changing Times

For the vast majority of us, sudden changes in our day-to-day routines and environment cause [increased stress levels](#) as our [nervous systems activate a survival response](#). While this is normal, it can be uncomfortable and unhealthy, potentially exacerbating behavioral health concerns such as anxiety, depression, substance use, and addiction issues. You might feel isolated, overwhelmed with urgent demands on your time and attention, be juggling personal issues, and coping with complex issues on the bench and with your staff. On a basic level, we have experienced drastic changes in our routines, environments, and modes of communication. On a deeper level, we might be directly or indirectly impacted by physical illness or financial difficulties.

Below are survival tips for [building resiliency while adjusting to change](#) at home and in the [workplace \(virtual or otherwise\)](#). For suggestions on implementing the tips below, a confidential consultation and discussion about your stressors, to express concern for a colleague/attorney, or to schedule a free well-being webinar for your court or organization, (ethics CLE credit), contact your Colorado Lawyer Assistance Program: 303-986-3345 or info@coloradolap.org. *All calls and emails are confidential* For more info: www.coloradolap.org

Tip	For More information
Adhere to protocols to avoid transmission: wash your hands, wear a mask, disinfect, physical distancing, etc.	https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html
Avoid screen time before bed	https://www.psychologytoday.com/us/blog/prescriptions-life/201804/6-ways-night-time-phone-use-destroys-your-sleep
Be patient & supportive of others, and don't neglect your own self-care: since stress is contagious, managing your own stress levels in healthy ways encourages the people around you to do the same (your children, partner/spouse, fellow members of the Bench, clerks, and those appearing before you).	<ol style="list-style-type: none"> 1) http://coloradosupremecourt.com/Newsletters/March2020/COLAP%20Resilient%20Legal%20Organizations.htm; 2) https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html; 3) https://www.ptsd.va.gov/covid/COVID_managing_stress.asp
Breathe deeply, laugh, keep up your sense of humor & smile more: all improve your cognitive, mental, emotional, and physical health; research shows they are also powerful de-stressors used by individuals who exhibit resilience, grit, and stress hardiness during difficult or challenging times.	<ol style="list-style-type: none"> 1) https://www.cobar.org/Portals/COBAR/TCL/2020/February/Feb_Series.pdf; 2) https://www.health.harvard.edu/mind-and-mood/relaxation-techniques-breath-control-helps-quell-errant-stress-response
Create a comfortable workspace: keep your monitor(s) at eye level, get an ergonomic chair, use noise reducing headphones, etc.	<ol style="list-style-type: none"> 1) https://blog.trello.com/remote-office-tours-a-look-into-10-home-setups-of-remote-workers; 2) https://www.mayoclinic.org/healthy-lifestyle/adult-health/in-depth/office-ergonomics/art-20046169

<p>Create a daily routine & stick to it: Whether you are at home or during full docket days on the bench right now, create a schedule with regular breaks, social time (call loved ones or colleagues to check-in), exercise time, and downtime (recreational reading/TV/gaming).</p>	<p>https://www.themuse.com/advice/coronavirus-work-from-home-tips</p>
<p>Create an “end of day” routine: our work is never done, but we compromise our ability to relax, sleep, and regenerate when we work late into the evening. At the end of the day: de-clutter your workspace and write your to-list for the next day. This will help you “put it down” and “let it go.”</p>	<p>1) https://www.inc.com/lolly-daskal/how-to-cure-your-workaholic-addiction.html; 2) https://doist.com/blog/end-work-day/</p>
<p>Work on challenging projects or cases during your most productive hours in a day/week</p>	<p>https://blog.trello.com/find-productive-hours</p>
<p>Get up & move throughout the day, and mind your posture</p>	<p>1) https://www.mayoclinic.org/healthy-lifestyle/adult-health/in-depth/office-ergonomics/art-20046169 ; 2) https://www.mayoclinic.org/healthy-lifestyle/adult-health/expert-answers/sitting/faq-20058005</p>
<p>Spend time outside every day, or open the windows, when it’s warm</p>	<p>https://thriveglobal.com/stories/5-advantages-of-getting-fresh-air/</p>
<p>Lower your expectations - anticipate interruptions & delayed responses: this isn’t easy for us “type-A perfectionists” who like to plan, so take a few deep breaths, increase your patience and tolerance for disruptions, and try to “stay calm and carry on”</p>	<p>https://mindyourmind.ca/wellness/how-cope-high-expectations</p>
<p>Participate in community-based activities that encourage physical distancing & combat isolation</p>	<p>https://www.denverpost.com/2020/03/29/coronavirus-teddy-bear-hunts/</p>
<p>Be productive & start new habits (clean, organize your inbox, do yoga), have fun & be creative (listen to music, play card or board games, learn something new, color/paint, write) and avoid negative habits (day drinking, eating too much sugar or “junk” food, watching too much TV, etc.)</p>	<p>1) https://denver.kidsoutandabout.com/content/250-creative-ways-keep-your-family-sane-during-covid-19-crisis; 2) https://www.healthline.com/health-news/resisting-using-pot-alcohol-to-ease-stress-during-the-covid-19-outbreak; 3) https://news.usc.edu/167512/covid-19-stress-coping-healthy-habits-usc-social-science-experts/</p>
<p>Prepare your meals as if you are going to work: this encourages a routine and portion control</p>	<p>1) https://www.hackensackmeridianhealth.org/Health-U/2020/04/08/how-to-avoid-overeating-while-working-from-home/; 2) https://www.rallyhealth.com/food/10-tips-for-eating-healthy-when-youre-working-from-home</p>
<p>Stay Hydrated</p>	<p>https://www.healthline.com/health/food-nutrition/why-is-water-important#dehydration</p>