



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. You might feel isolated, overwhelmed with urgent demands on your time and attention, or be juggling multiple personal and professional issues. This can also exacerbate behavioral health concerns such as anxiety, depression, substance use, and addiction issues. 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, more helpful resources, or to schedule a free well-being webinar for a legal workplace or organization (ethics CLE credit), contact your Colorado Lawyer Assistance Program: 303-986-3345 or [info@coloradolap.org](mailto:info@coloradolap.org). \*All calls and emails are confidential\* For more info: [www.coloradolap.org](http://www.coloradolap.org)

Tip	For More information
<b>Adhere to protocols to avoid transmission:</b> wash your hands, wear a mask, disinfect, physical distancing, etc.	<a href="https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html">https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html</a>
<b>Avoid screen time before bed</b>	<a href="https://www.psychologytoday.com/us/blog/prescriptions-life/201804/6-ways-night-time-phone-use-destroys-your-sleep">https://www.psychologytoday.com/us/blog/prescriptions-life/201804/6-ways-night-time-phone-use-destroys-your-sleep</a>
<b>Be patient &amp; supportive of others, and don't neglect your own self-care:</b> 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, family, colleagues, employees, and clients).	<ol style="list-style-type: none"> <li>1) <a href="http://coloradosupremecourt.com/Newsletters/March2020/COLAP%20Resilient%20Legal%20Organizations.htm">http://coloradosupremecourt.com/Newsletters/March2020/COLAP%20Resilient%20Legal%20Organizations.htm</a>;</li> <li>2) <a href="https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html">https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html</a>;</li> <li>3) <a href="https://www.ptsd.va.gov/covid/COVID_managing_stress.asp">https://www.ptsd.va.gov/covid/COVID_managing_stress.asp</a></li> </ol>
<b>Breathe deeply, laugh, keep up your sense of humor &amp; smile more:</b> 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"> <li>1) <a href="https://www.cobar.org/Portals/COBAR/TCL/2020/February/Feb_Series.pdf">https://www.cobar.org/Portals/COBAR/TCL/2020/February/Feb_Series.pdf</a>;</li> <li>2) <a href="https://www.health.harvard.edu/mind-and-mood/relaxation-techniques-breath-control-helps-quell-errant-stress-response">https://www.health.harvard.edu/mind-and-mood/relaxation-techniques-breath-control-helps-quell-errant-stress-response</a></li> </ol>
<b>Create a comfortable workspace:</b> keep your monitor(s) at eye level, get an ergonomic chair, use noise reducing headphones, etc.	<ol style="list-style-type: none"> <li>1) <a href="https://blog.trello.com/remote-office-tours-a-look-into-10-home-setups-of-remote-workers">https://blog.trello.com/remote-office-tours-a-look-into-10-home-setups-of-remote-workers</a>;</li> <li>2) <a href="https://www.mayoclinic.org/healthy-lifestyle/adult-health/in-depth/office-ergonomics/art-20046169">https://www.mayoclinic.org/healthy-lifestyle/adult-health/in-depth/office-ergonomics/art-20046169</a></li> </ol>

<p><b>Create a daily routine &amp; stick to it:</b> 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><a href="https://www.themuse.com/advice/coronavirus-work-from-home-tips">https://www.themuse.com/advice/coronavirus-work-from-home-tips</a></p>
<p><b>Create an “end of day” routine:</b> 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>	<ol style="list-style-type: none"> <li>1) <a href="https://www.inc.com/lolly-daskal/how-to-cure-your-workaholic-addiction.html">https://www.inc.com/lolly-daskal/how-to-cure-your-workaholic-addiction.html</a>;</li> <li>2) <a href="https://doist.com/blog/end-work-day/">https://doist.com/blog/end-work-day/</a></li> </ol>
<p><b>Work on challenging projects during your most productive hours in a day/week</b></p>	<p><a href="https://blog.trello.com/find-productive-hours">https://blog.trello.com/find-productive-hours</a></p>
<p><b>Get up &amp; move throughout the day, and mind your posture</b></p>	<ol style="list-style-type: none"> <li>1) <a href="https://www.mayoclinic.org/healthy-lifestyle/adult-health/in-depth/office-ergonomics/art-20046169">https://www.mayoclinic.org/healthy-lifestyle/adult-health/in-depth/office-ergonomics/art-20046169</a> ;</li> <li>2) <a href="https://www.mayoclinic.org/healthy-lifestyle/adult-health/expert-answers/sitting/faq-20058005">https://www.mayoclinic.org/healthy-lifestyle/adult-health/expert-answers/sitting/faq-20058005</a></li> </ol>
<p><b>Spend time outside every day, or open the windows, when it’s warm</b></p>	<p><a href="https://thriveglobal.com/stories/5-advantages-of-getting-fresh-air/">https://thriveglobal.com/stories/5-advantages-of-getting-fresh-air/</a></p>
<p><b>Lower your expectations - anticipate interruptions &amp; delayed responses:</b> 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><a href="https://mindyourmind.ca/wellness/how-cope-high-expectations">https://mindyourmind.ca/wellness/how-cope-high-expectations</a></p>
<p><b>Participate in community-based activities that encourage physical distancing &amp; combat isolation</b></p>	<p><a href="https://www.denverpost.com/2020/03/29/coronavirus-teddy-bear-hunts/">https://www.denverpost.com/2020/03/29/coronavirus-teddy-bear-hunts/</a></p>
<p><b>Be productive &amp; start new habits</b> (clean, organize your inbox, do yoga), <b>have fun &amp; be creative</b> (listen to music, play card or board games, learn something new, color/paint, write) <b>and avoid negative habits</b> (day drinking, eating too much sugar or “junk” food, watching too much TV, etc.)</p>	<ol style="list-style-type: none"> <li>1) <a href="https://denver.kidsoutandabout.com/content/250-creative-ways-keep-your-family-sane-during-covid-19-crisis">https://denver.kidsoutandabout.com/content/250-creative-ways-keep-your-family-sane-during-covid-19-crisis</a>;</li> <li>2) <a href="https://www.healthline.com/health-news/resisting-using-pot-alcohol-to-ease-stress-during-the-covid-19-outbreak">https://www.healthline.com/health-news/resisting-using-pot-alcohol-to-ease-stress-during-the-covid-19-outbreak</a>;</li> <li>3) <a href="https://news.usc.edu/167512/covid-19-stress-coping-healthy-habits-usc-social-science-experts/">https://news.usc.edu/167512/covid-19-stress-coping-healthy-habits-usc-social-science-experts/</a></li> </ol>
<p><b>Prepare your meals as if you are going to work:</b> this encourages a routine and portion control</p>	<ol style="list-style-type: none"> <li>1) <a href="https://www.hackensackmeridianhealth.org/Health-U/2020/04/08/how-to-avoid-overeating-while-working-from-home/">https://www.hackensackmeridianhealth.org/Health-U/2020/04/08/how-to-avoid-overeating-while-working-from-home/</a>;</li> <li>2) <a href="https://www.rallyhealth.com/food/10-tips-for-eating-healthy-when-youre-working-from-home">https://www.rallyhealth.com/food/10-tips-for-eating-healthy-when-youre-working-from-home</a></li> </ol>
<p><b>Stay Hydrated</b></p>	<p><a href="https://www.healthline.com/health/food-nutrition/why-is-water-important#dehydration">https://www.healthline.com/health/food-nutrition/why-is-water-important#dehydration</a></p>