

# Healthy Telecommuting: Importance of Routine

Taught by the Harris Health Employee  
Wellness Team

**HARRISHEALTH** SYSTEM



# Healthy Telecommuting Series

- Healthy Workspace
- Staying Social and staying safe
- **The Importance of Routine**
- Staying active at home
- Communication

# Agenda

- Keep it going
- Transitioning
- Setting healthy boundaries
- Integrating work and home

# More than just a schedule...



Routines can aid our mental health, help us cope with change, form healthy habits and reduce our stress levels.

# Keep it going

1. Keep your normal sleep/wake cycle
2. “Get ready for work”
3. Practice mindfulness
4. Keep the same (or create a new) schedule
5. Workout and eating schedule
6. Create healthy boundaries



# Keep your sleep & wake routine

Establish  
relaxing routine

Avoid caffeine  
or stimulants  
before bedtime

Don't go to bed  
hungry or full

Exercise

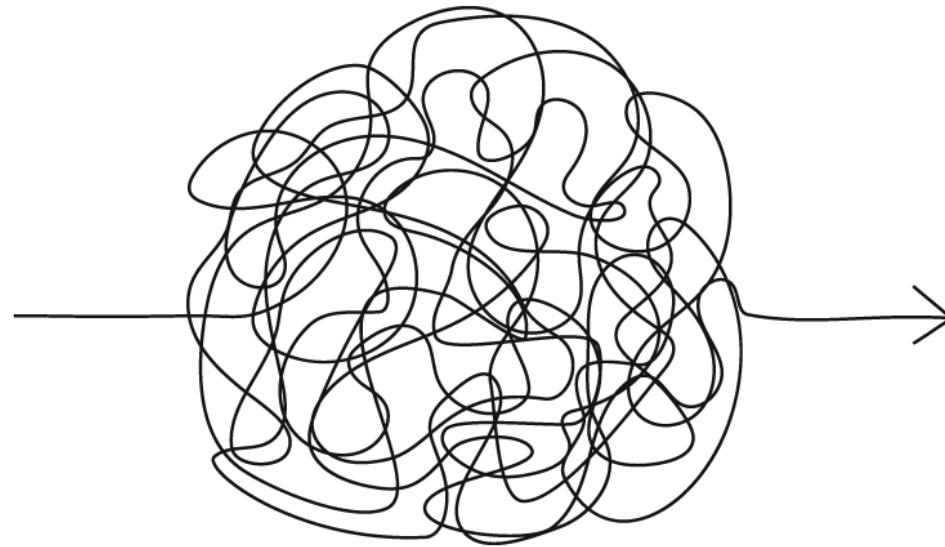
Exposure to  
sunlight during  
day

Create a  
pleasant sleep  
environment

Emotional  
regulation

# Transitioning

- [3 Minute body scan](#)
- Be aware of how you shift from one role to the next
- The 9- 5 may look like...



# Setting Healthy Boundaries

1. **Identify** where they are needed
2. Start small and be **realistic**
3. **Communicate** the boundary
4. Resist **explaining** or **apologizing**
5. **Don't** bend
6. Respect **your own** needs and feelings

*“You get what you tolerate” - Henry Cloud*



# Integrating work and home life

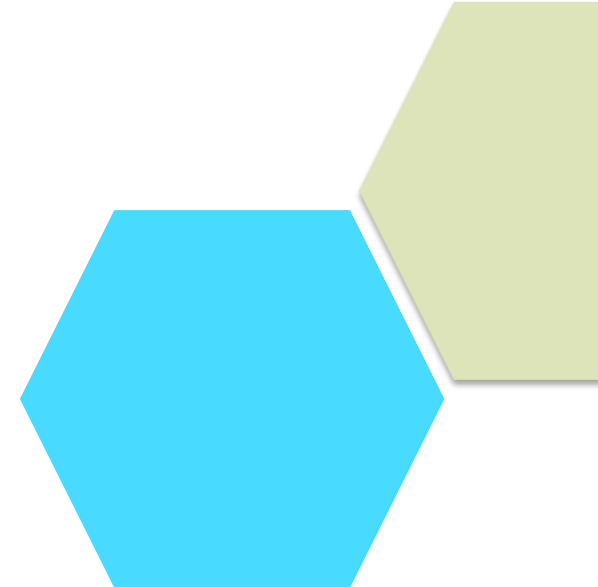
- Use laundry as a timer for work projects (i.e. set a goal to complete 1 or 2 tasks per cycle)
- Follow the same schedule as your kids
- COMMUNICATE with spouse/loved ones/boss
- Work during your typical commute time
- Take AM/PM shifts with spouse/loved ones

# COVID-19 DAILY SCHEDULE

|               |                     |  |
|---------------|---------------------|--|
| Before 9:00am | Wake up             | Eat breakfast, make your bed, get dressed, put PJ's in laundry   |
| 9:00-10:00    | Morning walk        | Family walk with the dog<br>Yoga if it's raining   |
| 10:00-11:00   | Academic time       | NO ELECTRONICS<br>Sudoku books, flash cards, study guide, Journal  |
| 11:00-12:00   | Creative time       | Legos, magnatiles, drawing, crafting, play music, cook or bake, etc  |
| 12:00         | Lunch               |  |
| 12:30PM       | Chore time          | A - wipe all kitchen table and chairs.<br>B - wipe all door handles, light switches, and desk tops.<br>C - Wipe both bathrooms - sinks and toilets |
| 1:00-2:30     | Quiet time          | Reading, puzzles, nap  |
| 2:30-4:00     | Academic time       | ELECTRONICS OK<br>Ipad games, Prodigy, Educational show  |
| 4:00-5:00     | Afternoon fresh air | Bikes, Walk the dog, play outside  |
| 5:00-6:00     | Dinner              |  |
| 6:00-8:00     | Free TV time        | Kid showers x3   |
| 8:00          | Bedtime             | All kids   |
| 9:00PM        | Bedtime             | All kids who follow the daily schedule & don't fight   |

# Summary

- Be patient, this won't last forever
- Adjust as needed
- Communicate
- Breathe!



# Resources

[Benefits of Routine](#)

[Tips for creating a routine](#)

[Healthy Boundaries](#)

# Stress Management

Employee Assistance Program

Online: [www.feieap.com](http://www.feieap.com),

Username: hhs

Well Powered Living

Cigna Behavioral Health

Visit **myCigna.com** or call the toll-free number on your Cigna ID card.

Call Cigna Behavioral at **800.274.7603**.

Go to **Cignabehavioral.com** for extra resources.

Coaching

Telephonic health coaching: 855-246-1873

Onsite health coaching: Contact Latecia Murphy

Office: 713-873-6407

Email: [Latecia.Murphy@harrishealth.org](mailto:Latecia.Murphy@harrishealth.org)

# HEALTHY@HARRIS

Caring for ourselves so we can care for others

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[Visit our website!](http://employeehealth.harrishealth.org)



#1 in Texas

