



HEALTHY@HARRIS
Caring for ourselves so we can care for others

HARRISHEALTH
SYSTEM

Healthy Telecommuting: Routines

Taught by the Harris Health Employee Wellness Team

Healthy Telecommuting Series

- Healthy Workspace
- Staying Social while staying safe
- **The Importance of Routine**
- How to stay active while at 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

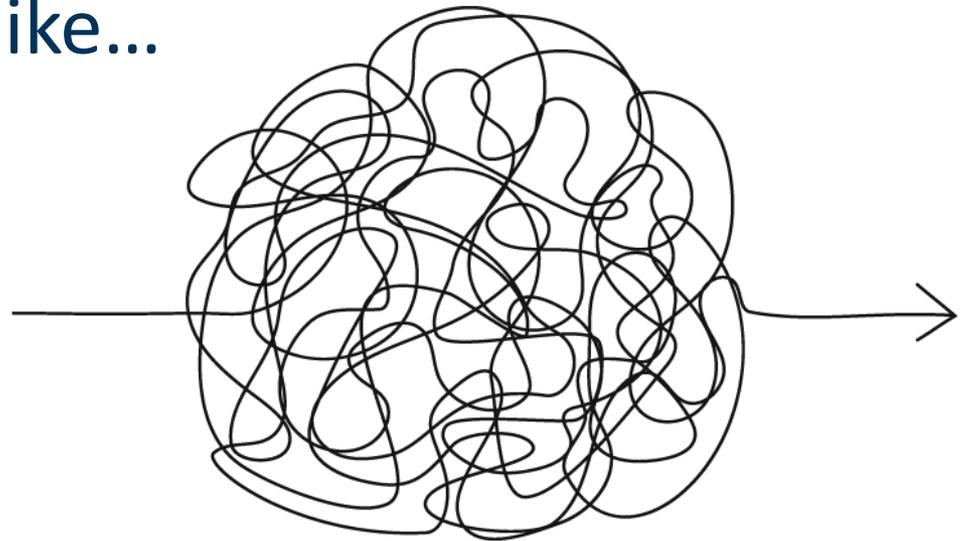
Exposure to
sunlight during
day

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

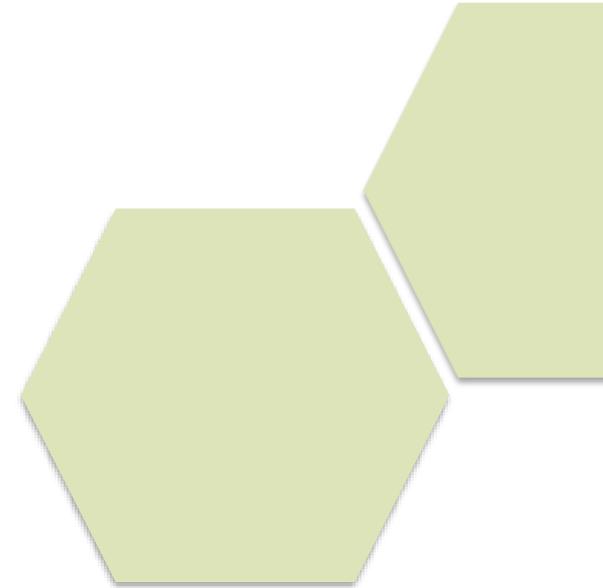
- Use laundry as a timer for work projects (i.e. set a goal to complete 1 or 2 tasks per cycle)
- Follow the same schedule as your kids
- **COMMUNICATE** with spouse/loved ones/boss
- Work during your typical commute time

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 Yoga if it's raining
10:00-11:00	Academic time	NO ELECTRONICS Sudoku books, flash cards, study guide, Journal
11:00-12:00	Creative time	Legos, magnetiles, drawing, crafting, play music, cook or bake, etc
12:00	Lunch	
12:30PM	Chore time	A - wipe all kitchen table and chairs. B - wipe all door handles, light switches, and desk tops. C - Wipe both bathrooms - sinks and toilets
1:00-2:30	Quiet time	Reading, puzzles, nap
2:30-4:00	Academic time	ELECTRONICS OK 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 Resources

- Employee Assistance Program
 - Online: 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

Contact Us!

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