

Westminster Chamber of Commerce COVID-19 (Virtual Series)

BALANCE WORK & FAMILY

Creating a family friendly workplace at home

Presented by

Tina Francone

Straightforward Communication, Inc.

Tips to Succeed

1. Explain Your Job
2. Prepare
3. Create a System
4. Compromise
5. Ask for Help

Get Ready for Work

1. Get dressed for work as if you are leaving the house.
2. Eat before you work.
3. Prepare to work in your designated work space.

Be Organized

1. Write down your schedule for the day, week, and month.
2. Maintain a killer to-do list.
3. Be savvy with your equipment.
4. Keep an organized desk at all times.

Be Professional

1. Don't do personal things during work hours.
2. Maintain professional communication over the phone, emails and Skype.
3. Don't let friends and family interfere with your work schedule.
4. Stay connected.
5. Make a distinction between your professional life and your home life.

Stay Focused

1. Change your environment to avoid getting distracted.
2. Don't spend too much time browsing the Internet.
3. Avoid multi-tasking.
4. Take occasional breaks.

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Enjoy!

1. Breathe.
2. Be patient.
3. Ask for help.