

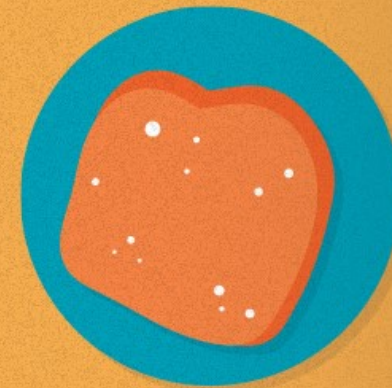


WORK-LIFE BALANCE

A How-To Guide while Working at Home

**FOLLOW YOUR
ROUTINES.**

**MAKE THEM
YOUR RITUALS
TO START AND
END YOUR DAY.**



When you wake up, it's important to do your start of the day routines before beginning the workday. Take the time as well to do your end of the day routines when disconnecting from work.

No matter what your routine is, do your best to stick to it. It will help you go from one thing to the next.





Make your routines into rituals by assigning them meanings.

Like religious rituals or family traditions, these rituals signify change or a moment of importance in our lives. There are key moments during the workday where rituals can help guide you and help focus your attention.

Rituals are deeply personal and it's important that you do what works best for you. What matters most is what they mean to you.

Rituals help with re-centering yourself during moments of transition and allows you to better focus your energies to something more productive.

Part of this is because these behaviors lead us to conclusions about ourselves. When we repeat a ritual associated with a certain task and mindset, it tells us we're disciplined, motivated, and focused.



**MAKE SURE TO
TAKE BREAKS
THROUGHOUT
THE DAY.**



While working remotely gives us back the time we spend commuting and doing other non-work related things in the office, eventually leading to greater productivity in terms of work hours, the monotony and solitude of remote work can get lonely and may become overwhelming and lead to burnout.

The minute pauses we experience in an office setting, such as quick office chats, snack runs, and etc. gives us the break we may not know we need. It's important we take the time to get up, stretch, and move around our own homes.



WORK: BREAK RATIO

TAKE A BREAK FOR

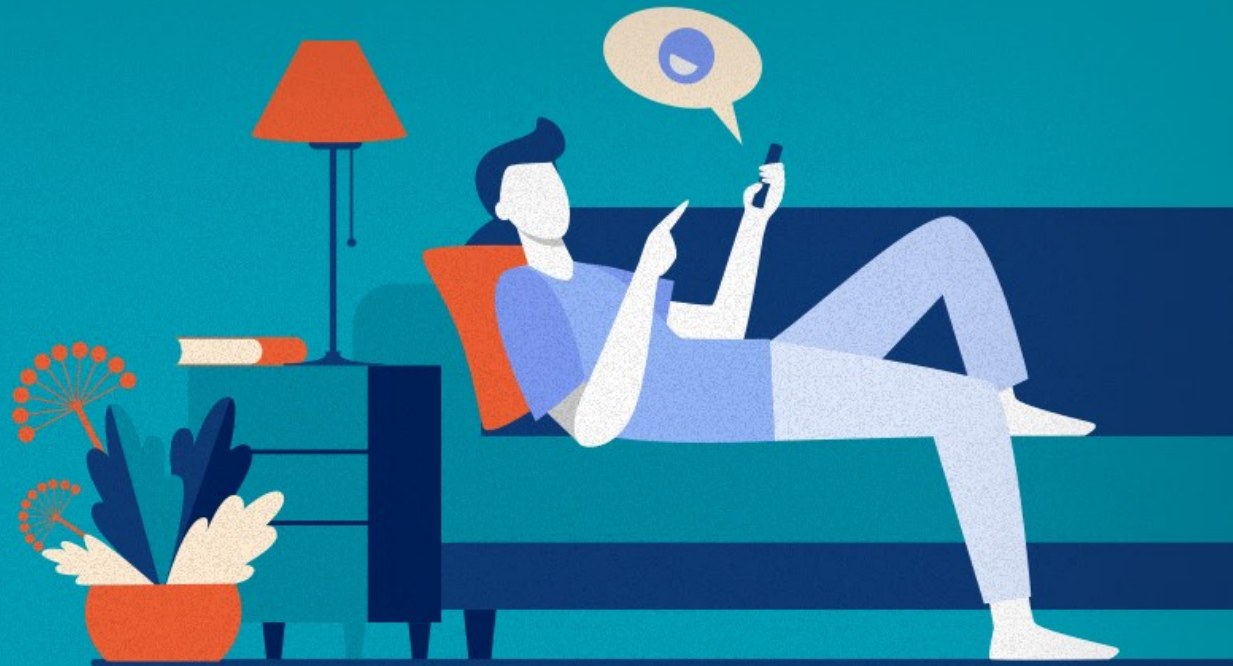
15 MINS : 1 HOUR OF WORK

17 MINS : 52 MINS OF WORK

5 MINS : 25 MINS OF WORK



As a general rule, take a longer break for every 2-4 hours of work.



When following a Work:Break ratio, it's essential that you're focused on what you're doing at the time. When working, just focus on working, and when you're on your break, you do no work at all. Doing tasks that you don't consider easy or need your full attention is not taking a break at all.

Taking breaks helps your mind stay focused and re-focus on your goals.



DON'T FORGET TO SOCIALIZE.

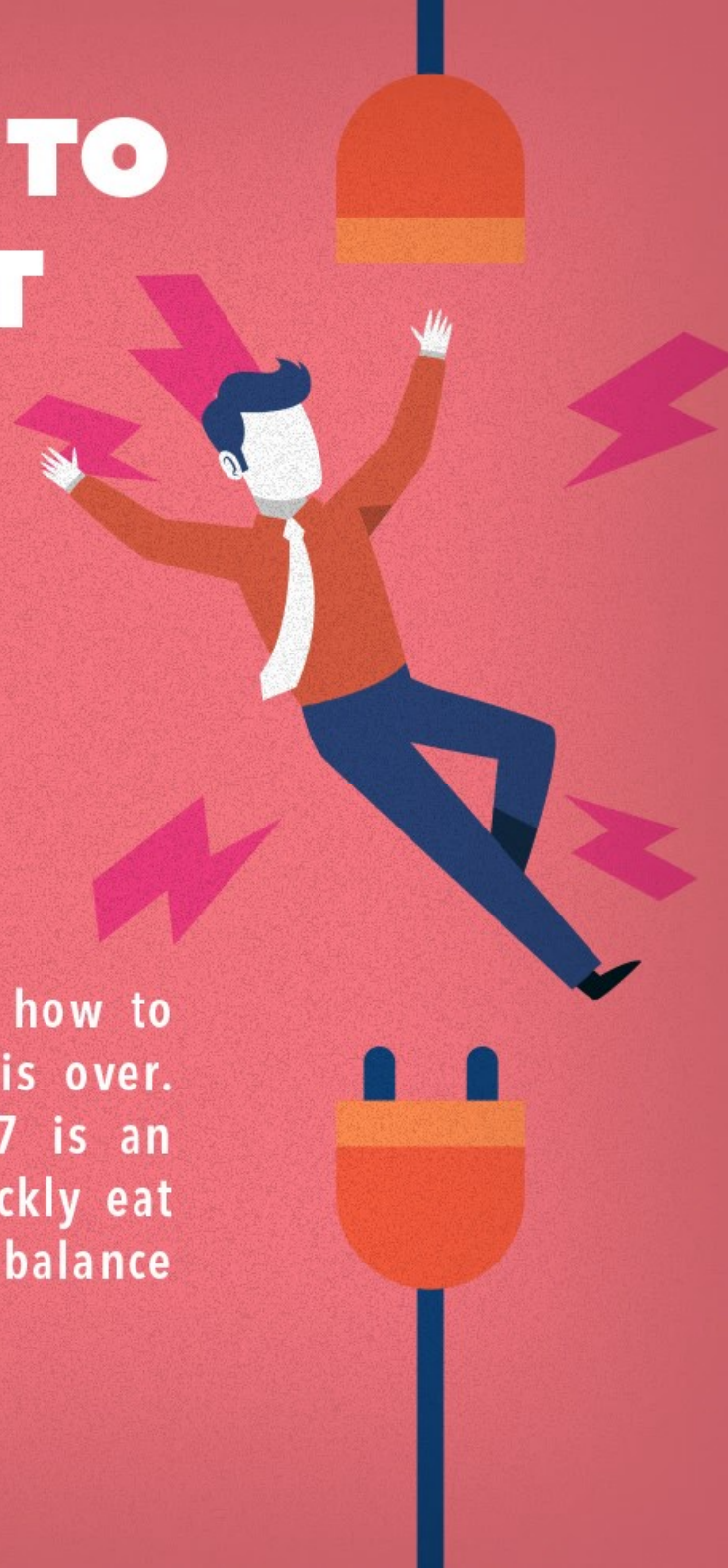
By working remotely, we naturally get cut off from a lot of casual daily interactions, more so if you live alone. Introverted or extroverted, isolation of this scale can make anyone feel more than a little lonely. Interactions can help break up your day and make each day different from the rest.

During break times, make the time to chat up colleagues, catch up with friends, share funny stories and reach out to those important to you.

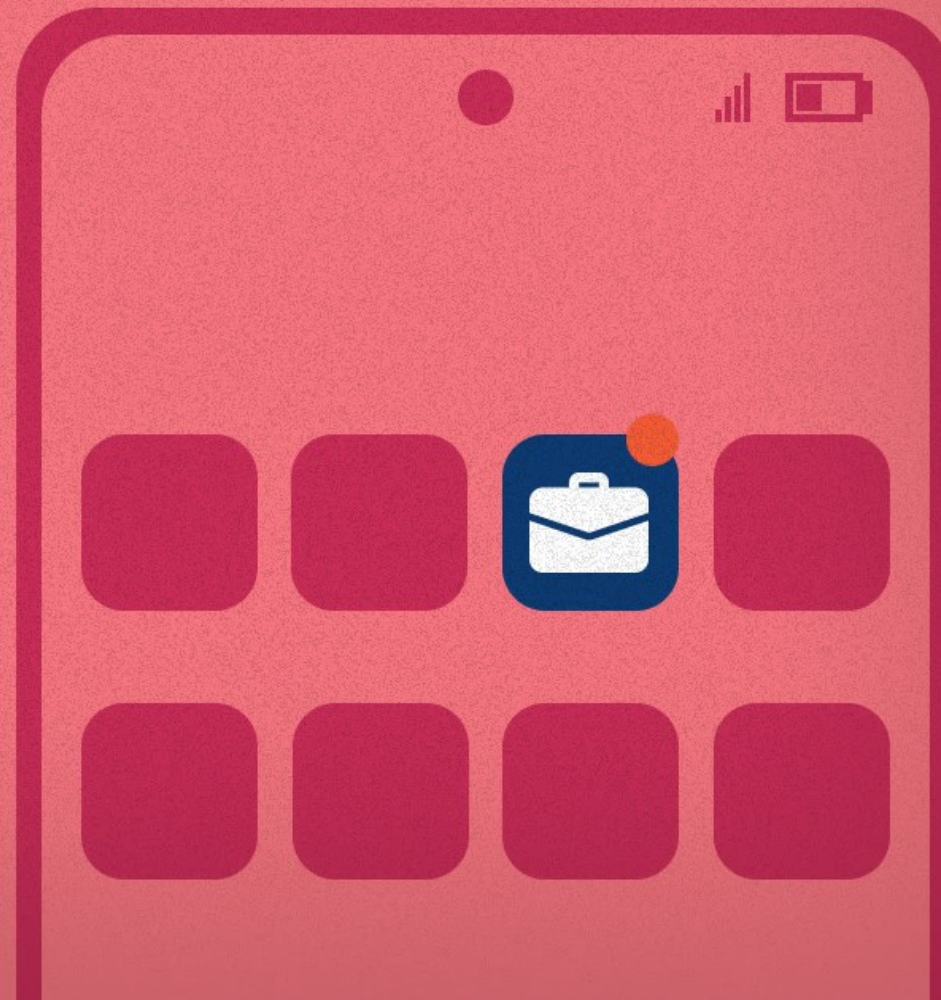


LEARN HOW TO DISCONNECT WHEN THE WORKDAY IS OVER.

It's just as important to know how to disconnect when the workday is over. Making yourself available 24/7 is an easy mistake, and this will quickly eat into what semblance of work-life balance you have.



Ensure that you dedicate platforms for work communications, such as using only Viber for work, and leaving other messenger apps clear. This simplifies what you need to control for an easier End of Day Disconnect.





Communicate with your team a schedule of when they should contact you for work purposes and do your best to follow this yourself.

When your workday is over, clean up your workspace, store your work devices out of sight, set your work apps on silent, and ensure you're spending the rest of your day outside of work.



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