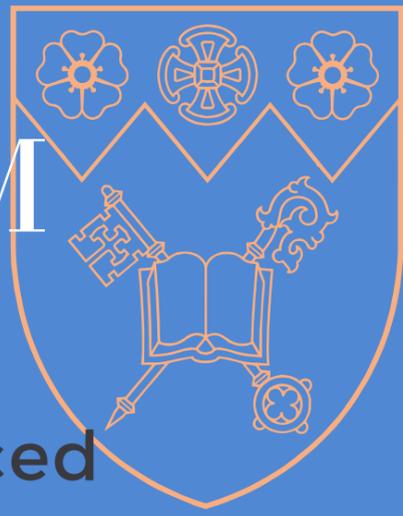


# WORKING FROM HOME

Tips to help you stay balanced



## DO YOUR PERSONAL MORNING PRAYER

Keeping parishioners spiritually healthy starts with you! Keeping a daily routine is important; don't forget your own personal prayers to start your day!



## COMMUTE TO WORK

Get moving! Start your work day by 'walking' to work. Walk around the block before you begin your day; fresh air for a fresh start.

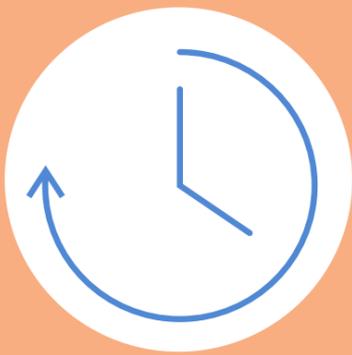
## BUILD A DEDICATED WORKSPACE

Find a quiet spot in your house without any distractions. Maintaining a designated workspace helps you get into 'work mode' during office hours and makes it easier to set work down when you are done.



## SET REAL WORK HOURS

And stick to them! Set yourself office hours and at the end of your work day close your laptop and silence those pesky email notifications!



## TAKE BREAKS & STRETCH YOUR LEGS

Taking a break is crucial to your health and well being. Be sure to get up and move around; stretching releases tension and stress.



## SET BOUNDARIES WITH PEOPLE IN YOUR SPACE

*oh boy; this one is really hard.* Your families may be your new coworkers, which means you're juggling all sorts of things. Try to set schedules so that your office hours stay your office hours.

