Routine work makes the dream work

Evan Strickland - Cisco Technical Leader
Work from home has changed the job landscape
Not just for jobs, but for working

Generally we’re happier

but we’re more isolated
Is this a dream or nightmare?
Chaos makes stress

1. Have a designated workspace
2. Set schedules
3. Get ready for the day and close the day
4. Set boundaries – for work and home
5. Take Breaks
Designated Workspace

Set some separation from your routines
• “This place is for work”
• “This chair is for work”
• ”These headphones are on only during work”

Work from home with options
• Co-working/quiet spaces
• Upgrade your “office”

Make the place you work a positive experience
Set Schedules

People are not gears in a machine

…but the unexpected causes stress

• Set a time to wake
• Set expected time to get ready for work (job or job searching)
• Disconnect from home routines (yes, let the trash stay full)
• Connect to work routines (when to check email, follow up, set meeting times, etc.)
• Find ways to connect to colleges (video calls, meetups, etc.)
Get ready for the opening and closing of the day

Work doesn’t happen until coffee

Opening Ideas:
• Dress for work
• Quiet time before work
• Breakfast first?
• Workout/walk/stretching
• Set times with friends/family?
Get ready for the opening and closing of the day

Closing Ideas:
• Change closes
• Quiet time after work
• Go outside?
• Workout/walk/stretching
• Set goodbyes or other methods of leaving work at work
Set boundaries – for work and home

- Don’t race though tasks
- Learning to say “no”
- “Blend” home and work as little as is practical
- Remember that work flexibility is for the employer, but routines help you
Take Breaks

• Connect with friends and professionals (congrats, you did it!)
• Find something not work related at regular intervals (maybe reminders?)
• Focus on you
Final Thoughts and Questions

These tips will be individual because you are you. Each person’s needs will be different and acknowledging that is the first step to enabling you to be the best you.
Please contact the Career Services Team if you have questions.

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