1 DEVELOP A ROUTINE

Get up, start your work day, take lunch and end your day at the same time each day. This will build your body clock and get you in the blending time frames between work and home.

2 POST A CALENDAR ON YOUR WALL

This morning a colleague and I were discussing how with each day some things are done consistently, and not just task of which day becomes a daily routine. This will help you more easily remain your four work.

3 CONDUCT VIDEO CONFERENCE REGULARLY

Connect with your colleagues for meetings using a video conference platform and use the video feature, so you can see each other. It feels like you would be working in the office. It will only work if you are working, by collaborating and being more multi-tasked.

4 DON’T RELY ON EMAIL ALONE

It can become really easy to rely solely on your e-mail to communicate your internal items, but you should still pick up the phone. It’s not only another way to connect, but it will also save time to talk out an issue rather than a long thread of e-mails.

Since tensions may be high with so many of us adapting to major changes in our personal and professional lives, it is susceptible to getting frustrated and can misinterpret the tone of an e-mail.

5 REACH OUT TO COLLEAGUES JUST TO SAY “HI”

When you work in the office, you might pop your head into a colleague’s office to talk about last night’s episode of The Office or share the latest funny meme. If you were not reaping with the Petri dish, this should not hinder your ability to reach out to colleagues, give them a call, etc., keep connecting.

6 ESTABLISH BOUNDARIES

The Assistant Dean of Goodwin tells us to avoid wanting to see everyone and do things every single day. It’s going to work, end the day, then you can close the door. If you have a co-worker or your dining room, close your computer and put your work away until the next day. If you don’t, you will be pressured to get back in the game.

7 BE PATIENT AND EMPATHETIC

Please stay healthy, follow the CDC guidelines regarding distancing, review Dvors’s coronavirus response website for the latest university news, and remember to check on the elderly and those at risk. We are all in this together!

*We would like to mention the Goodwin School of Professional Studies, a professional degree program at Goodwin University. For more information, visit Goodwin.edu. These recommendations will be helpful to adjust your new work environment. And normal, while there is so much uncertainty around the pandemic and changes in making our lives, try to keep your sense of humor. Find something funny to laugh at and share it with others. laugh a little here and there over the course of a day can help reduce anxiety. For more information, visit Goodwin.edu. These recommendations will be helpful to adjust your new work environment.