

TOP TIPS FOR WORKING FROM HOME WITH CHILDREN

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- 1. Routine** – Children enjoy routine, whatever their age. It may be possible to develop a timetable with them to show what they will be doing whilst you are working. Use blocks of colour to show different types of activity. E.g.: green for physical activity, purple for lunch, red for Academic work and blue for quiet time. You could consider planning different types of activity to balance your work needs. Print off a copy and put it up for all to see.



- 2. Establish boundaries** – When things have gone well, consider rewarding with treats (not just the sweet kind!). Ensure that boundaries are set, agreed and understood. This could include when the door to the 'office' is shut or when a red card is put up on the desk, you are not to be disturbed. Rewards might be a story or extra screen time or help to make the next meal. Door open or a green card means you can answer questions. Look to ensure the treats do not become the new normal.
- 3. Set appropriate expectations** – for yourself and others. Let them know if today is going to be a lot of do not disturb. Get them to refer to the colour of the timetable. Let colleagues know if your child is ill or particularly needy. If this is the case, maybe reschedule a call or meeting for a time when you know you are less likely to be disturbed. Maybe request an extension to a deadline.
- 4. Organise yourself** – Plan your day, coordinate activity to give you the best chance to complete what you need to do. Consider the length of time between you checking in with the others in the house. 25 mins to 2 hours. Look at different time management techniques to help you. Plan when you are going to start a new task to meet deadline expectations rather than plan when it needs to be finished. This ought to give you some buffer time and maybe even allow you to finish the task early.
- 5. Flexibility** – will be the order of the day when working from home. You may be able to take a two-hour break at lunch time and work early morning or evening to compensate. Emergencies may occur and cannot be planned for, so a flexible approach will help you manage the additional pressure this may put you under. Do not suffer in silence. Let people or someone know what is going on.