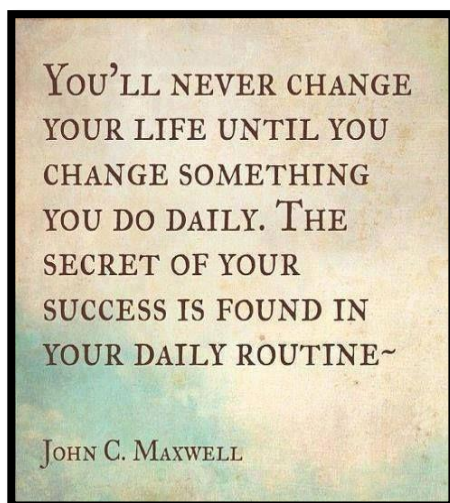
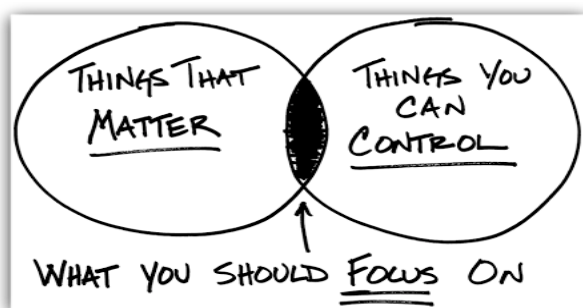


## Week 2: Working Effectively During a Time of Crisis

### Establishing Work/Life Balance

Many people are struggling with productivity while working through this pandemic. Some people may be experiencing difficulty establishing a healthy work/life balance while trying to meet expectations and deadlines at work. Many are also struggling with childcare, feelings of loneliness and isolation, and are having difficulty coping and managing stress during these challenging times. *Rest assured, this is completely normal!*

Now, more than ever, it is important to establish a daily routine and set attainable goals to aid your productivity. As a follow up to the infographic you received, we encourage you to review the information below and respond to the questions posed in this worksheet. Use this tool to improve your productivity and overall sense of wellbeing!



1. In the infographic, we identified that you must focus on things in your control. Below, please identify at least 3 stressors that are within your control currently.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

2. What healthy elements are currently part of your daily routine?

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3. If you do not currently have a productive routine established, what can you do to set a schedule and stick to it? Write down at least 3 strategies below. Example: Set my alarm 30 minutes earlier, or schedule a 10-minute break at 3 pm to walk away from my workstation.

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**REMINDER:**

We should only focus on what we can control. We cannot fix other people and we cannot change what is going on in the world around us.

What is in our control is the ability to establish a routine and strategies designed to help us be more productive and effective employees.