



**The D.C. Bar Lawyer Assistance Program supports well-being in our profession including health and safety. LAP sessions and meetings will take place remotely until further notice. Contact [LAP@dcbar.org](mailto:LAP@dcbar.org) for more information.**

Many of us will be working at home for a while which will be challenging. Being out of the office and a change in our routine combined with limited social interaction in these difficult and uncertain times might cause feelings of worry, fear and loneliness. Below are some tips for working from home that may help you maintain some semblance of normalcy in a very abnormal time.

### **Working from home**

#### **Set up your space**

It's important to try and create boundaries between work life and home life. Having a dedicated area to work in can help. Not all of us will have an office or spare room to work in but try to find a quiet area of the house where you can set up a desk area.

#### **Stick to a routine**

As tempting as it is to stay in your pajamas all day or sit at your laptop at 10pm, it's important to get dressed and try and stick to a regular routine and your usual working pattern, where possible. This will help you stay focused and keep work separate from home life.

#### **Boundaries**

If you must change your normal working hours or work flexibly due to childcare or other commitments, set boundaries where possible. Perhaps you and your partner can do shifts, or you can work early in the morning or late at night in order to take some time off during the day. You might want to have a set time of day where you can't be disturbed. Let other colleagues know about your routine and boundaries so you can manage their expectations.

#### **Reach out**

Keep in regular contact with colleagues, friends and family using phone, Skype, or Facetime rather than just texting or emailing. It can be isolating working at home and we all need to feel connected to each other. It's especially important to look out for those who live alone. Make sure you are checking in with people.

### **Disable notifications**

Avoid constantly checking your emails, Twitter and news feeds. It's very easy to get distracted and sometimes too much information will trigger anxiety. Turn off alerts and check them every few hours so you can stay focused.

### **Take breaks**

Take regular breaks, including a lunch break, just as you would if you were at the office. If practical, try and get out for a walk every day.

### **Prioritize self-care**

It's easy to let healthy habits slip when we are at home but make sure you eat well, get to bed at a reasonable time and find time to do some exercise. You might not be able to go to the gym, but you can go for a run, do some gardening or do an online exercise video.

### **Sickness**

It can be harder to call in sick if you are at home anyway, and many of us will be tempted to do a few hours work even if we are unwell. If you are ill, you really should rest, follow any medical advice and not work at all to protect your future health.

### **Be mindful**

Mindfulness is about being in the present moment. None of us know what the future holds so try and focus on the here and now rather than the bigger picture.

### **Seek support**

We're all in the same boat, but these difficult, uncertain times will affect some of us more than others. If you're finding it hard to cope, just talking to someone can make you feel less worried.

### **D.C. Bar Lawyer Assistance Program (LAP)**

*The LAP is a free and confidential service for D.C. Bar members, judges, and law students. We offer free, confidential help for anyone struggling with well-being, mental health or substance use issues. Our services include professional clinical assessments and referrals; short-term counseling; consultations with concerned others, such as employers or family members; peer support; and education.*