



Teleworking & Virtual Learning

Do you have school-aged children getting ready to join the millions of other on-line learners and are trying to work remotely amidst COVID-19? Please know you are not alone, and we have provided below some tips to help you through:



Schedule

- Sit down each evening and review the schedule for the next day.
- Make a printed schedule of the day for all to see. Be sure to list working time, break times and end of day time!
- For some schedules, it may be best to add reminder alarms for checkpoints in your schedule



Time Management

- If your child needs to be online all day AND need your assistance, to your best ability, try and prioritize your emails, projects and calls around your child's online schedule. (e.g. conference calls around child's busy time.)
- Keep your routine! Wake up, get dressed and have breakfast at the same time as usual (or create a new morning routine that works for your family and schedule)
- Keep the time structured, if possible, and have goals for your child. This may help with time management.



Workspace

- Decide where everyone will work. You and your child may need to work in separate rooms.
- Find or create a space where your child has room for learning material that is away from your workspace.



Self-Care (You & Your Child)

- Remember to BREATHE! Take a break often... and encourage your child to do the same. This is a new environment for you both...be patient with yourself.
- If things are getting to be too much, take a walk...stretch...STOP & REGROUP! To help alleviate stress, incorporate these exercises in your daily routine.



Communicate

- If you are on a call or in a meeting and something urgent comes up with your child...professionally excuse yourself. It is understood. We are all in this together.
- In the evenings, either dinner time or an evening stroll, talk with your child about the day. Example "High & Low". What was your high/happy point of the day and your low/unhappy point of the day. You will learn how to adjust the next days schedule to accommodate your environment.



School Support

- Remember to pull on your child's school for support. Reach out to your child's teacher periodically to see how things are going.

Keep communication lines open with your supervisor. It is important to understand your departmental expectations while you are teleworking in this new learning environment.
If things absolutely become too much, consider taking some leave time.