Working Remotely Social and Behavioural Structure Worksheet

# Routines

1. What is your usual daily/weekly work routine?
2. What is your usual daily/weekly home routine?
3. What is your usual daily/weekly routine for play/renewal/refreshing/relaxing? Don’t have one? Time to get one because you NEED to manage and refill your mental, emotional, and physical energy to be there for others at home and at work.
4. How have your routines changed? What have you lost now you are working from home?
5. What are the routines for others in your home (children, partner, parents?) and your colleagues’ routines?

1. How can you blend and integrate your routines and create new routines to make working at home more effective, help you focus without distractions and feel motivated when working and then after work, be fully present with your family / others and not thinking of work? What do you need to do to create a routine that aligns your availability for others at times that also protect your plan for at least 1 hour or 90 minutes of focused work time (your ‘Power Hour’)?

# Manage Expectations

Manage Expectations: what are you expecting of yourself and does it match other people’s expectations. And vice versa!

**Practical action –** arrange a conversation with the others living in your home and also separate conversation with your work colleagues. Discuss openly and agree together how you can respect space and time for each other to have personal space and times when you do things together.

**Clarity -** Who can do what, where, when, how, why, etc.

**Don’t over expect for yourself,**

**Manage expectations of others –** both for work and for home

**Establish boundaries**

**PROTECT your TIME** – agree when you are available – for work, and for home. Signs to show when you can’t be disturbed. Manage yourself so you show up fully and

**In preparation, reflect on how you manage expectations and what you want to adjust:**

1. What are you doing already to manage expectations - of yourself and of others?
2. What is working well?

1. What are the frustrations? What is not working well? What contributes to it not working? What are the barriers?
2. What contributes to things going smoothly?

# Appropriate Expectations

How realistic are your expectations on yourself? Are you expecting you can still do everything you did in the workplace even though you don’t have the supporting resources, IT, infrastructure etc. around you at home? Are you in effect expecting yourself to do one-hand handstands when really others expect you to simply stand on two feet?

1. What is an appropriate time (hours) to expect you can work each day? (I.e. not 9 to 5pm as you would at the office?)
2. What is the appropriate expectation for yourself to invest in time on your other important commitments (e.g. with family, children home schooling, exercise, nutrition, energy renewal/refresh time etc.? Remember to stop for lunch!)

# Work Expectations

1. What do you think your manager expects of you?
2. What does your manager actually expect of you? Discuss with your manager and discover what they are actually expecting of you. It gives you both clarity about plans, requirements, deadlines, content etc. and what should you be doing, by when. It reduces your uncertainty about what you should be doing, which is one of the common complaints about working remotely.

1. What are you expecting of your colleagues? Discuss with your colleagues what they are doing. It gets over the worry that others might know something different or be doing things differently. Why not set up specific team social get-togethers.

**What are appropriate expectations from others at home?**

When will you be available at home? How will you let them know when you are at work and when not to be disturbed? (I.e. at work even though you are still in the home environment.) Remember if you usually only work at your external workplace, they associate you being home as being available to be with them and do things with them. A shift to working at home requires a shift in expectations both in you and in the others who live with you. The starting point is to each reflect on how you want to be together and arrange open and upfront conversations.

**Getting along when you are confined in the same space (and avoiding cabin fever).**

Make sure you don’t end up fighting each other and living in an unpleasant environment which you all hate and is unproductive for everyone. This is about creating a positive atmosphere where you all can get along well and enjoy living and doing things together despite the frustrations of external events that are out of your control (such as the restrictions imposed to prevent Covid 19 infections) that confine you to restricted places and/or activities. What can you do to keep getting along with each other?

**From the managing expectations section** – understand each other’s perspectives and feelings, establish boundaries and how you want to act and behave together. Perhaps create a family plan to gain shared clarity on expectations, boundaries, and how you want to be with each other, expected behaviours and behaviours that are not tolerated.

**Ensure everyone has a personal space** (even if you are in a small flat). What are you doing already that makes available (and respects) personal space for each person living in your home, so you can have time to just be alone, focus on work, or your own thoughts etc.? E.g. each person has a separate part of the house (ideally room) where they work/do their own thing.

1. What else could you do?

**Social interaction** What are you doing already that brings you together at mutually convenient times for shared activities and interaction? (E.g. meal times, for walks, other activities that you all enjoy.)

1. What else could you do?

**Routines** What routines do you already do that are helpful for creating a positive environment where you can support each other and make it easy to make things happen, for yourselves and for each other?

**Managing stress and Emotional support**: **Show kindness and compassion to yourself and others.**

Any change and uncertainty can result in people feeling stressed, and creating a space to acknowledge that can go a long way to reducing the stress response. The way you feel about a situation is not about what happens to you, but how you respond. Actively reflecting to grow your awareness and recognising how you feel is the start for developing resilience and high wellbeing, no matter what the circumstances.

1. What are you doing already to recognise and understand how you feel, and how others feel, and make a supportive space to acknowledge and talk about how you are feeling?
2. What else can you do? What difference will it make?
3. What are you doing to actively show kindness and compassion?
4. What else can you do?