



### Tips for Remote Learning and Remote Working

Remote working can be difficult, especially when children are home from school. Following some of these tips can help you and your children reduce stress and enjoy time together.

#### Tips for a productive workday for both work and school

1. **Create routines**

Anytime a schedule is out of balance, there will be stress. Create a (new) routine and stick to it. Schedules for your children and anyone working from home will help maintain a sense of normalcy. For instance, try to have breakfast and/or lunch around the same time. Tip! Prepare healthy snack and meal options ahead of time to ensure proper nutrition.

2. **Schedule your work and school time**

Make sure to set a schedule for yourself so your boss and coworkers know when you will be online and when it is time to log off for the day. Many find it too easy to work overtime while remote. For students, make sure they log into their system before the virtual class begins. The last thing they need is stress because they can not connect or discover their computer is not working.

3. **Connect with people**

Stay connected with people – coworkers, boss, friends, family, a professional network. Working virtually should not put a stop in cultivating relationships. Communication is key while working from home. This also goes for students. Make sure your children get a chance to connect with other students.

4. **Minimize distractions**

There are so many distractions at home! The TV, pets, siblings, visitors, neighbors, etc. For adults, there are plenty of things to do such as dirty dishes in the sink and the laundry. While these things are tempting, it is important to work during your work hours and take care of your home and relax afterwards.

Talk to older children about work-space boundaries. This can help you get work done while still letting them know that you are there for them when they need you. For younger children, headphones can help with noise. Use screen time as a part of a school activity. Ask your teacher for recommendations.

5. **Make sure you have the technology you need**

A computer or laptop is a start, but many people find that for long periods of work, even with the convenience of a laptop, it is beneficial to have a full-size keyboard, mouse, and a second screen if possible.

If you lack good internet connection, this affects everyone! Talk with your school first. They may be able to help you access reliable Wi-Fi without an additional cost. You can also contact your local internet provider. You may have an outdated router or maybe the location of the router is limiting a strong connection. They can also help to determine if you are eligible for affordable internet access options. For instance, Comcast offers a program called [Internet Essentials](#).

6. **Keep positive**

It can be a challenge sharing space for work and school. Try to appreciate some of the benefits about this unique situation: no commute time and more free time with your family.



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