



# TIPS for Balancing Remote Work, Child Care and Remote Learning

Here are a few tips that may help you and your family create a daily rhythm. Pick one or two tips to try out and remember not to overdo it. The goal is to find balance and create moments of connection and rest amid work and school assignments.

## Routines and schedules are key.

- Consider using breakfast as a touchpoint for everyone living in the home. Getting up early to have a leisurely meal together can start the day on the right foot.
- Taking the time to get dressed, even if you're not going to be on camera, creates a mindset of focus and productivity for both parents and kids.
- Working on homework, eating dinner together, and an evening and bedtime routine can all add to a feeling of normalcy and maintaining a daily rhythm.

## But recognize that flexibility is important, too.

- For many people, the pandemic was disruptive because it canceled some of our plans. It is important to adapt to weekly changes. Learn to let go of expectations and routines when life gets in the way.

## Consider a daily “commute.”

- Instead of using your commuting time to sleep in or check social media, schedule a daily walk or bike ride.

## Take a break during the day to connect with each other.

- Carve out 15 minutes or more to check in with one another, play a board game or walk outside.
- Designate time in the day to turn off devices!

## Create a space for everyone.

- Set up a regular workspace for yourself, making sure you do whatever you can to make it as ergonomic as possible.
- Do the same for each child. Encourage kids to find a spot they can call their own during school hours and let them personalize it.
- If you don't have the luxury of separate rooms, create study cubes with cardboard boxes or use masking tape on the floor.
- Use headphones to cut down on distractions from each other's conversations.

It can also help to set up a designated space to transition from work or school to home, where family members can unwind before jumping into their chores or homework. This can help prevent the feeling that you're living at your office or your kids are living at school.

## Pack a lunch.

- If you share the same lunch time, make lunch in advance. This way, you can take the time to enjoy a meal together instead of rushing to prepare food.
- Buy plenty of healthy snacks — for the kids and the adults — and put them in a place where kids can easily find them. Label snacks with kids' names or use pictures for kids who can't read yet.

## Coordinate your work schedule to your kids' school schedules.

- Scheduling your start times and mealtimes to coincide with your kids' can make a huge difference for everyone.
- If you have a partner who parents with you, try to coordinate your schedules so you share responsibilities with the children.

## Create a central schedule.

- A calendar with everyone's work and school schedules, as well as any appointments, can help everyone stay organized.

## Use visual cues to prevent interruptions.

Most workers have times during the day when it's OK for their child to interrupt. For the times when interruptions aren't welcome, a literal stop sign on your office door or your laptop will let your kids know that you need to focus.

- Ask your child to create a sign for their workspace, too. (Creating a personal stop sign can also be a fun craft activity.)
- It's also important to let them know when they can interrupt. Take off your stop sign and headphones or just tell them that you're available.

## Create an activities menu.

- Make a list or a visual guide to things kids can do in their down time. This can be dancing to music on their headphones, reading, playing a game, watching videos or drawing. Be sure to set clear time limits for each activity.

## Give kids choices.

- If you're taking a morning walk, let them decide the route. If you're making tomorrow's lunch, let them choose the menu. If you're spending time together, let them choose the activity.

## Take time for yourself.

Personal time alone or time with adult friends is essential. Carve out time to do something you enjoy.

For more ideas on how to balance remote work and remote school, see [Quantum Workplace's handy guide](#).



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