

BASS BERRY SIMS

Time management is defined as the ability to use one's time effectively or productively, especially at work. Time management is the key to efficient working. Time management takes on a new definition today as we try to get everything done while working from home and trying to balance family and work. We know that this situation is especially trying for those balancing the demands of working remotely while also caring for young children. These resources and suggestions are meant to be helpful as you balance the responsibilities of caring for your family and staying engaged with the office and clients.

Helpful Suggestions

❖ **Use What Works Best for You and Your Family**

Employ the tools that you know work best for you and your family. More than anything, give yourself (and your loved ones) grace during this time. You (and they) won't get it right every time. There will be mistakes, and that's okay. You've got this!

❖ **Create and Maintain a Schedule**

Start the day as if it was a normal school day – wake up at the same time, eat breakfast and get dressed all at the same time you would if you were going to school or daycare. If it's fun, you can even pretend to have your children ride the school bus to get them in the mind and spirit of being in school even if school is now the dining room table.

❖ **Communicate, Communicate, and Communicate!**

Communicating with everyone – your partner, children, colleagues and clients – is essential to a successful remote work situation. All will do better when we know and understand what is expected of us. Your partner may also be working remotely, or may not be home at all if considered “essential.” It will be critical to communicate what your days will look like and set expectations the best you can. Try your best to schedule breaks for both you and your partner. .

Another part of communication is communicating with your work teams. Check in with your teams regularly and be clear about the times that work and do not work for conference calls, virtual meetings, etc.



❖ **Set Boundaries**

Explain to your family that you are working remotely, what that means and how it looks. Talk to your family about what they should do when they hear the phone ring or see you step into your home office and close the door. You can have your children help by creating a simple arts and crafts project. Have them make a “stop” and “go” sign for your office door. When they see the “stop” sign, they should not come in. When they see the “go” sign, then they can come in.

❖ **Take Breaks and Take Your Lunch!**

It is important to carve out time to take breaks. Take a few breaks to grab a snack and to check in with your family. Maybe a quick at-home yoga session or listening to a podcast could be your break. Try to get outside for a walk or a quick session of deep breathing or mindfulness exercises. Remember to be flexible and work out those breaks and lunch times with your partner.

❖ **Education and Entertainment**

We know you’ll be looking for enriching educational and entertainment options, especially for younger children. Check out the list of helpful web-based options at the end of this article, most of which are free. In addition, books and puzzles are always great options. You could set up virtual play dates with friends using FaceTime, Zoom or video chat. A colleague from another firm shared their idea for a “Boredom Box”. Include items in the box that will occupy their time. Once you have your box, come up with a list of potential projects and write each one down on an index card (or draw them if your child is not yet reading). For example, you can have our child build a robot out of the materials in the box, create their favorite zoo animal or have a coloring contest. Museums, zoos, aquariums, art galleries, concerts are all virtual (several are linked at the bottom of this article). There are countless cultural experiences at your fingertips to make your time inside more artful and imaginative.

❖ **Stay Connected**

Social distancing can lead to social isolation. Do not lose touch with your friends, family, colleagues and clients. Try to schedule online time with your teams to discuss projects and to check in. Webcams, Zoom, Skype, and video chats will help us not only talk to each other but see each other too.

❖ **Know Yourself and Your Distractions**

If you are prone to distraction, get ready for work every morning as if you are physically going into the office. Do whatever you would normally do as part of your morning routine. This puts you in a professional mindset.



Free Resources (*hover over the link and use CTRL + Click to open the link*)

- ❖ Kahn Academy is offering schedules for school closures that address preschool through grade 12 - <https://www.khanacademy.org/> and <https://learn.khanacademy.org/khan-academy-kids/>
- ❖ Video games, movies, audiobooks, museums, home workouts and more, all at no cost to you - <https://www.cnet.com/news/free-entertainment-to-help-you-survive-coronavirus-social-distancing/>
- ❖ ABC Mouse (offering a free 30-day trial) <https://www.abcmouse.com/abt/homepage>
- ❖ Scholastic (free courses, they have two weeks' worth of classes, will have more soon. <https://classroommagazines.scholastic.com/support/learnathome.html>
- ❖ San Diego zoo videos <https://kids.sandiegozoo.org/videos>
- ❖ Melissa and Doug (printables and play ideas) <https://www.melissaanddoug.com/blog/>
- ❖ Lunch Doodles with Mo Willems <https://www.kennedy-center.org/education/mo-willems/>
- ❖ Totschooling (printables) <https://www.totschooling.net/>
- ❖ Othergoose (offering a free 3-week trial) <https://othergoose.com/welcome/>
- ❖ Steve Spangler science experiment library <https://www.stevespanglerscience.com/>
- ❖ Busytoddlers <https://busytoddler.com/>
- ❖ National Gallery of Art kids <https://www.nga.gov/education/kids.html>
- ❖ National Geographic Kids –educational animal and geographic videos <https://kids.nationalgeographic.com/>
- ❖ Funbrain – math games <https://www.funbrain.com/>
- ❖ Arcademics – math games, word games, etc. <https://www.arcademics.com/>
- ❖ Cheekwood in Bloom - https://styleblueprint.com/nashville/everyday/virtual-tour-of-cheekwood-estate-gardens-with-over-150000-tulips-in-bloom/?utm_source=Newsletter&utm_medium=email&utm_content=5+Bright+Spots+%7C+On+e+REAL+Interview+%7C+Great+Tips+for+Working+From+Home&utm_campaign=SB+Daily+Nashville+2020-03-23

