

Work from Home “Hacks” Event Notes

09/23/2020

Group 1 – Work/Life Balance

- how to avoid ooze/have hard rules
 - Small breaks help
 - Department-specific on flexibility
- Difference between supervisor behavior – mixture of people in flexible situations and highly monitored by supervisor
 - What was conversation to get to more flexibility? Meet regularly, but trust each other to get work done.
 - Telework forms and accountability to supervisor – some staff have to give detailed accounting of their day
- When does the workday stop? Even with delineated space at home, it is easy for work to bleed over outside of 8-5 schedule. Tip: put up a curtain to block the mess!
- Frequent touch-bases with team. Large department – ask for worklog since department is understaffed, use it to monitor workload to be sure staff are not working too much.
 - Log vs. Having conversation. Balance of using log and having conversation so staff aren't overloaded.
 - Also have to answer to FLSA requirements
 - Useful to leverage for more hires
 - Exempt monthly staff have more flexibility built-in vs. Non-exempt staff whose supervisors need to sign off on hours

Group 2 – Fatigue

- Blue light filter for glasses to help eye fatigue
- Lunch time nap (yoga nidra from Insight Timer)
- Variation between less interest in looking at phone after work vs. Using phone more to connect with others outside of work
- So much more multitasking when in Zoom meetings
- Last six months have been harder than normal
- Fatigue from worrying about covid in background all the time – constant background stress
- Grieving – lost normal sense of life
- Communication fatigue & overload – constant barrage of emails, followed by everything else going on in world

Group 3 – Loss of Campus Connection

- Shifting of connections and relating to people
- Missing people at work and families, friends
- Opportunity for improvement after COVID work from home situation for future
- For SAC to address – parking for part-time on campus workers.
- SAC set up a social event?

Final steps/more for SAC/tips?

- Creative parking solutions
- Blue glasses
- Insight timer/ how to vacation at home
- Supervisors expect Skype for Business to be available all the time – hard to be flexible, especially for folks with kids