

STAY HEALTHY AT HOME WEBINAR SERIES WILL BEGIN AT 2 PM



NEW JERSEY SELF-ADVOCACY PROJECT

WORKING HARD OR HARDLY WORKING:

MAINTAINING YOUR
WELL-BEING AND
PRODUCTIVITY WHILE
WORKING FROM HOME



STAY HEALTHY AT HOME WEBINAR SERIES
MAY 12, 2020 FROM 2 - 3 PM

INTRODUCTION



- ▶ Ashley Ritchey, MSW, LSW and Director of the **New Jersey Self-Advocacy Project (NJSAP)**
- ▶ NJSAP has been a Division-funded program of The Arc of New Jersey since 1983
- ▶ NJSAP supports the state's largest network of individual self-advocates and self-advocacy groups
- ▶ NJSAP provides comprehensive training and resources to self-advocates, Direct Support Professionals, and agency personnel

Healthy Lifestyles Project

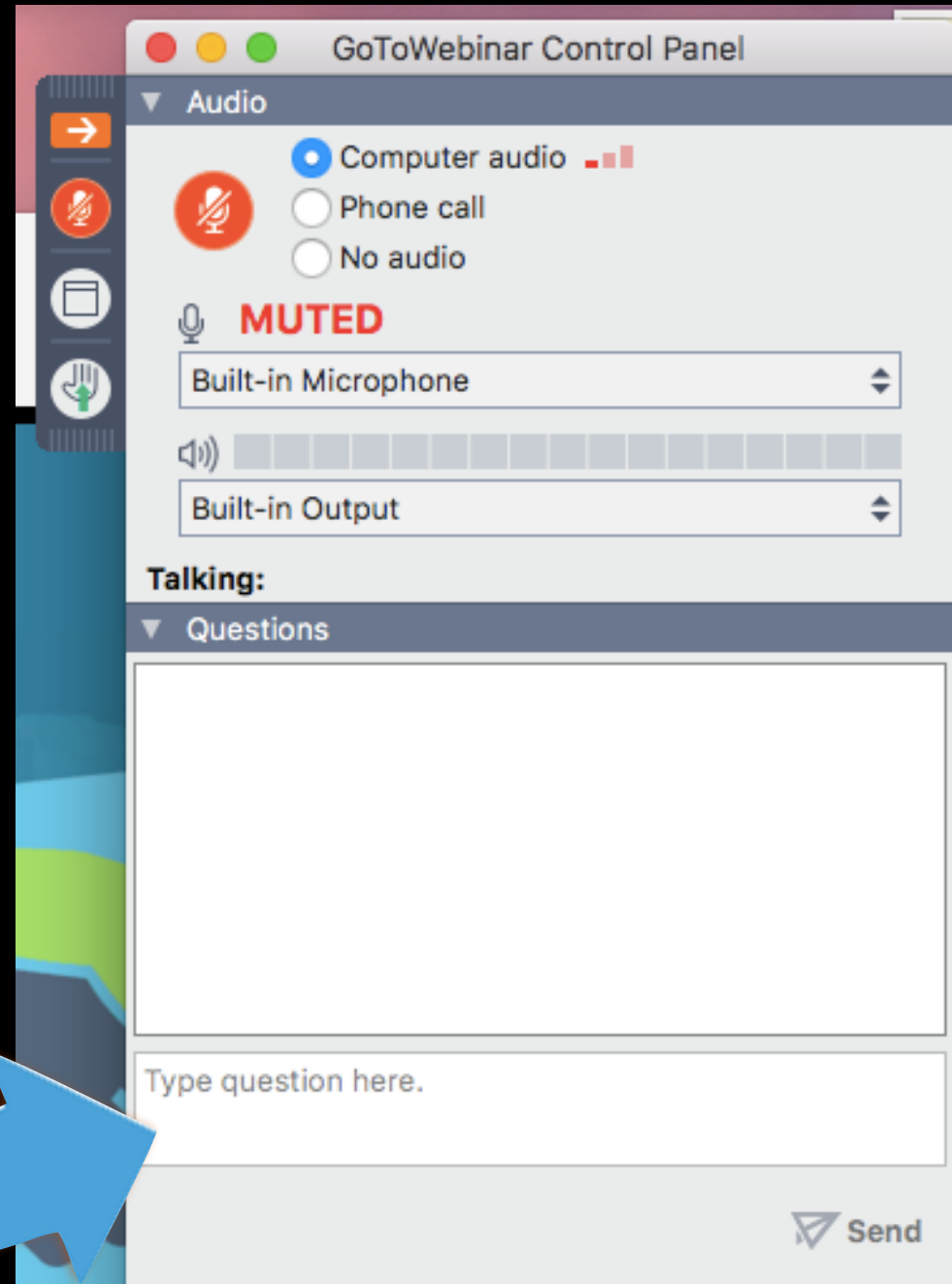
improving health, improving lives

The New Jersey Self-Advocacy Project has partnered with The Horizon Foundation for New Jersey to help you learn more about health, wellness, and being the best you! We are happy to tailor our presentation(s) to suit the needs of your group. The New Jersey Self-Advocacy Project Team will visit your location and provide free workshops on the following topics:



www.HealthyLifestylesProject.org for more information and resources

TYPE YOUR
QUESTIONS,
COMMENTS,
FEEDBACK
IN THE
**QUESTIONS
BOX**



1 MINUTE POLL

I am participating in this webinar today as:

- A self-advocate
- A family member/sibling
- A Direct Support Professional
- A support coordinator or agency personnel
- Other (Feel free to clarify in the Questions box)

TODAY, WE WILL DISCUSS:

- **Professional boundaries** in the era of COVID-19
- **Work from home** etiquette
- **Staying connected**
- Maintaining a **healthy work/life balance** during the stay at home order

BOUNDARIES

- Help everyone feel safe and comfortable
- Explicitly stated; the less ambiguous, the better!
- Boundaries manifest in the following ways:
 - Physically
 - Energy
 - Time
 - Discussion topics





COMMUNICATION

- Make sure your basic needs are met
- Decide to be respectful regardless of the other person's response or behavior
- Stick to one topic at a time
- Breathe through it
- Schedule a time to talk if you need to
- Ask questions to learn
- Follow up in writing

5 Boundaries You Need

@the.holistic.psychologist

EMOTIONAL

boundaries around inappropriate topics, emotional dumping, & dismissing emotions

"This isn't a topic I'm willing to discuss"

MATERIAL

boundaries around possessions, when they can be used & how they are treated

"My car cannot be used on weekends"

TIME/ENERGY

boundaries around time, lateness, when to contact, favors & free labor

"If you're going to be late, please text me to let me know"

MENTAL

freedom to have your own thoughts, beliefs, values, and opinions

"I respect that you disagree with my opinion, but don't force your own"

PHYSICAL

proximity, touch, PDA, unwanted comments regarding appearance or sexuality

"I don't find comments like that funny"

BOUNDARIES AT WORK



- Boundaries at work often relate to **space**
- These boundary issues are perhaps more relevant now:
 - Allowing co-workers time to speak
 - Benefit of the doubt
 - Work time vs. personal time
- Address boundary crossing when it happens, or very soon after
 - If the issue is one that violates company policies and/or the law, contact Human Resources or the designated representative

SETTING EXPECTATIONS

- Take care of yourself as you would if you were at work: take breaks, stretch, snack, get fresh air, make tea or coffee...
- Plan your schedule and share with supervisors, family members and loved ones if appropriate
 - Sharing a [calendar app](#) is an easy way to stay on track
- If you used to commute to work, you may now have a bit more free time.
 - How are you using that time?
 - Meditation, morning walk, long breakfast?



REMOTE WORK ETIQUETTE

- [Be punctual](#)
- Be prepared
- [Present yourself as a professional](#)
- Be respectful of your co-workers' schedules
- [Be accessible](#)
- Be patient



DON'T KEEP YOUR SCHEDULE A SECRET



- Make your schedule known
- If your company uses a shared calendar, make sure it is up to date and includes lunch breaks or time when you are unavailable
 - Let your team know if you'd prefer a text or phone call vs. email at specific times
- Use [privacy settings](#) to avoid sharing personal appointments
- Use email auto responses/away message when you will be out of the office



CLEAR BOUNDARIES CAN HELP ESTABLISH
A HEALTHY WORK/LIFE BALANCE

1 MINUTE POLL

Do you think you have a healthy life/work balance?

Yes, I am happy with the amount of work vs. "me" time.

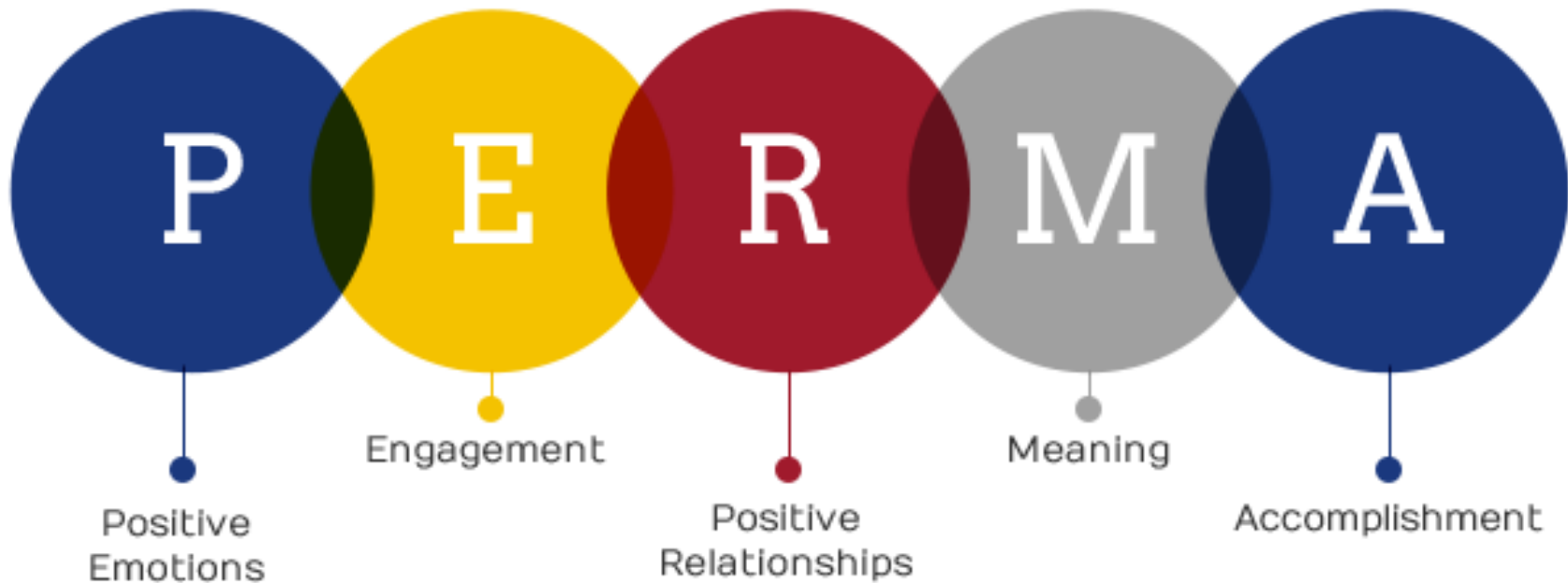
Sometimes.

No, I struggle to maintain a healthy life/work balance.

I'm not sure.

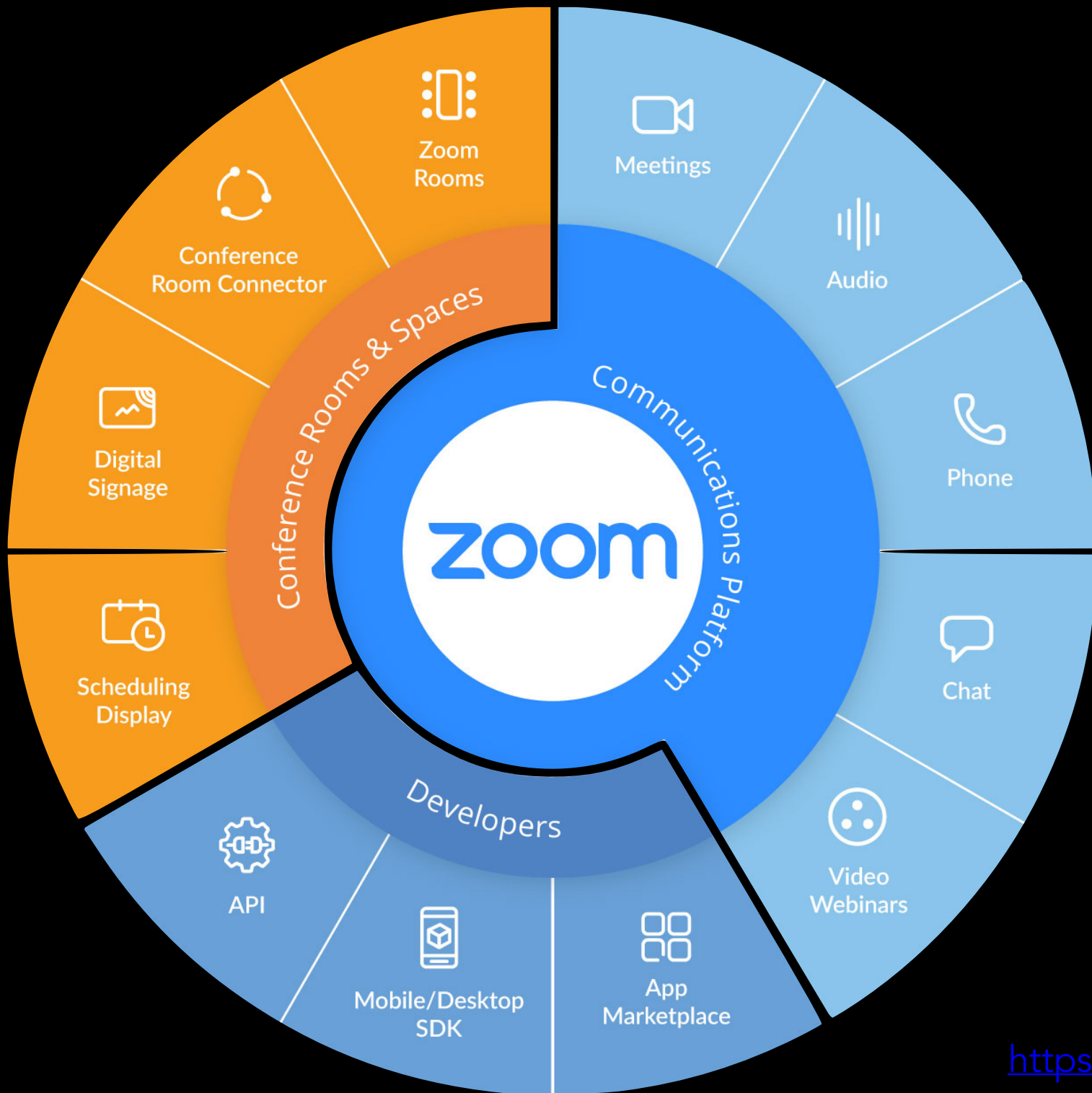
A WORD ABOUT WELL-BEING

Introducing a New Theory of Well-Being

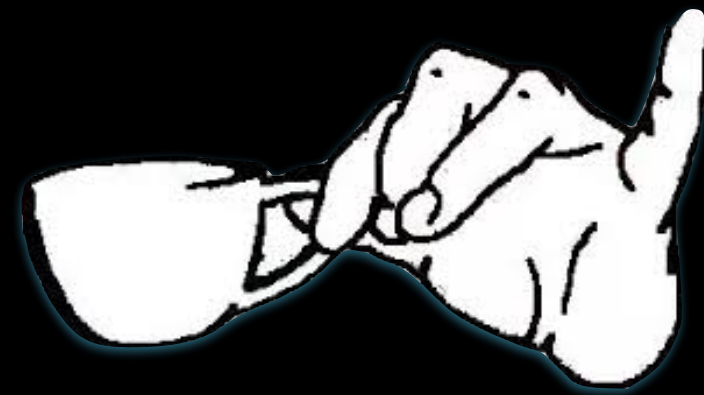


Source: <https://www.authentic happiness.sas.upenn.edu/learn>

“ Cultivating **calm** isn't about avoiding every kind of stressful emotion...**Resilience** doesn't mean that we'll be happy all the time, but it does mean we have the energy, the mindset, and the support from others to help us weather the storm. ”



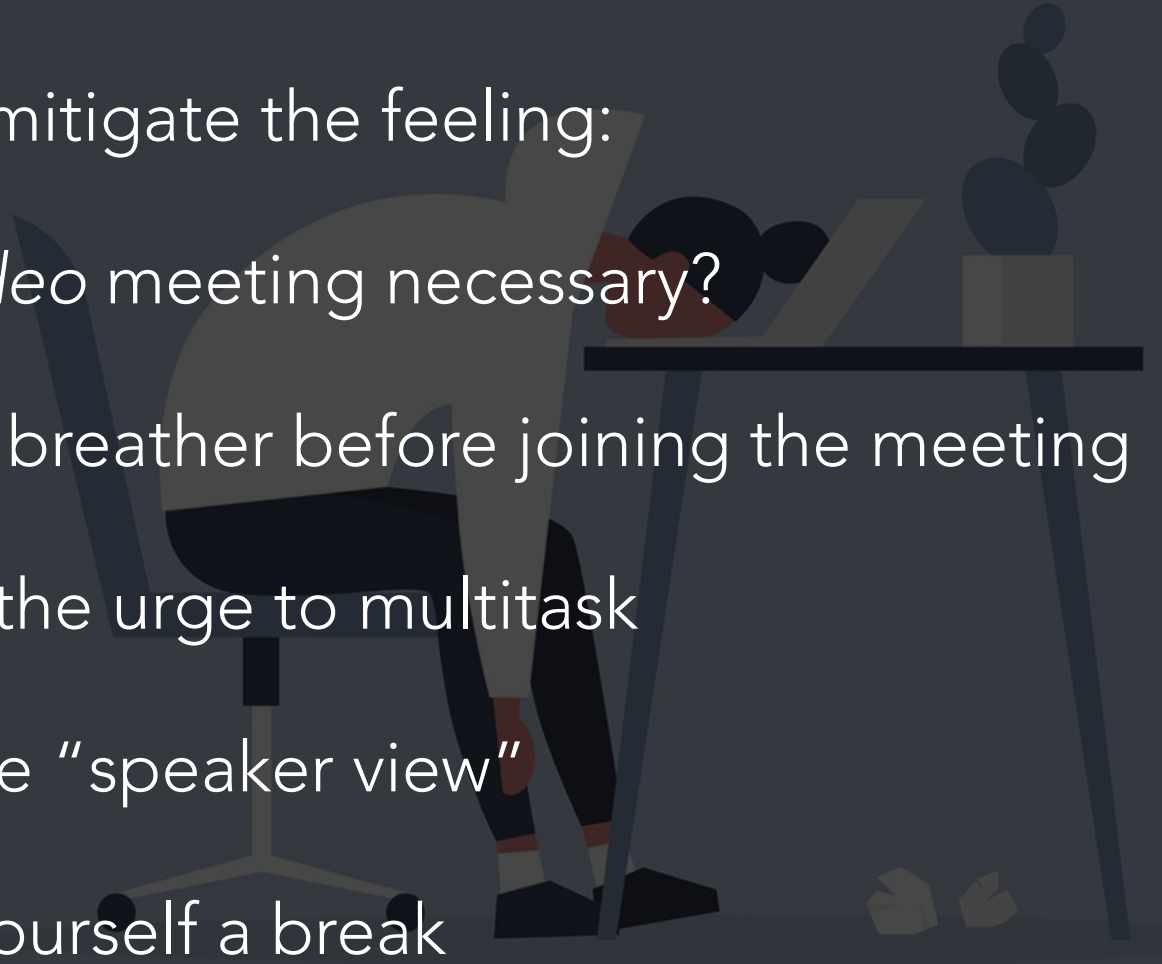
ZOOM ETIQUETTE



- Share a link and password to join the Zoom meeting in the [calendar invite](#)
- Share any relevant information/resources/discussion topics with co-workers *before* the Zoom call
- Be sure to clear your desktop of any personal information *before* screen sharing
- Zoom allows folks to call in as well as participate via computer. Make sure folks who are using the phone are addressed and have a chance to participate.

If it's bad etiquette
in person,
it's bad etiquette
online too.

ZOOM FATIGUE

- [It's a thing.](#)
 - Ways to mitigate the feeling:
 - Is a *video* meeting necessary?
 - Take a breather before joining the meeting
 - Resist the urge to multitask
 - Choose "speaker view"
 - Give yourself a break
 - Acknowledge the newness, discomfort, unknowing...
- 
- A stylized illustration of a person sitting at a desk, slumped over with their head resting on their hand, appearing exhausted. The person is wearing a light-colored shirt and dark pants. On the desk, there is a laptop and a small potted cactus. The background is a dark, muted color.

10 TIPS TO HANDLE

ZOOM FATIGUE

IN THE AGE OF ENDLESS ONLINE MEETINGS

01

KEEP
MEETINGS
BRIEF

06

PHONE CALLS
ARE STILL
AN OPTION

02

TUNE IN
FROM
OUTSIDE

07

AUDIT THE
ERGONOMICS
OF YOUR SETUP

03

OPT FOR
SPEAKER
VIEW

08

GIVE
YOUR EYES
A BREAK

04

TAKE
NOTES
ON PAPER

09

PROVIDE
"OFFICE HOURS"
AS A MANAGER

05

AVOID
BACK TO BACK
CALLS

10

TAKE
THE WEEKEND
OFF

VIDEO CONFERENCING TIPS



- Consider your angle & lighting
- Ask someone to interrupt if audio breaks up
- Use the mute button when you are not speaking
- Test features before the call or meeting
- Use a headset
- Speak clearly, build in pauses and use "Raise Hand" feature



Source: <https://www.youtube.com/watch?v=ACNGhPKnmok>

VIDEO CONFERENCING TUTORIALS

Zoom



Google Hangouts Meet



GoToMeeting



RingCentral Meetings



PREP YOUR ENVIRONMENT



KEEP
IT
SIMPLE

- Keep it simple
- Claim your **space**
- Do your best to **reduce** distractions
- **Avoid** “meeting” in your bedroom or bathroom

DRESS CODE

- What works for you?
- Business casual at all times
- Comfy clothes
- Business on top, party on bottom

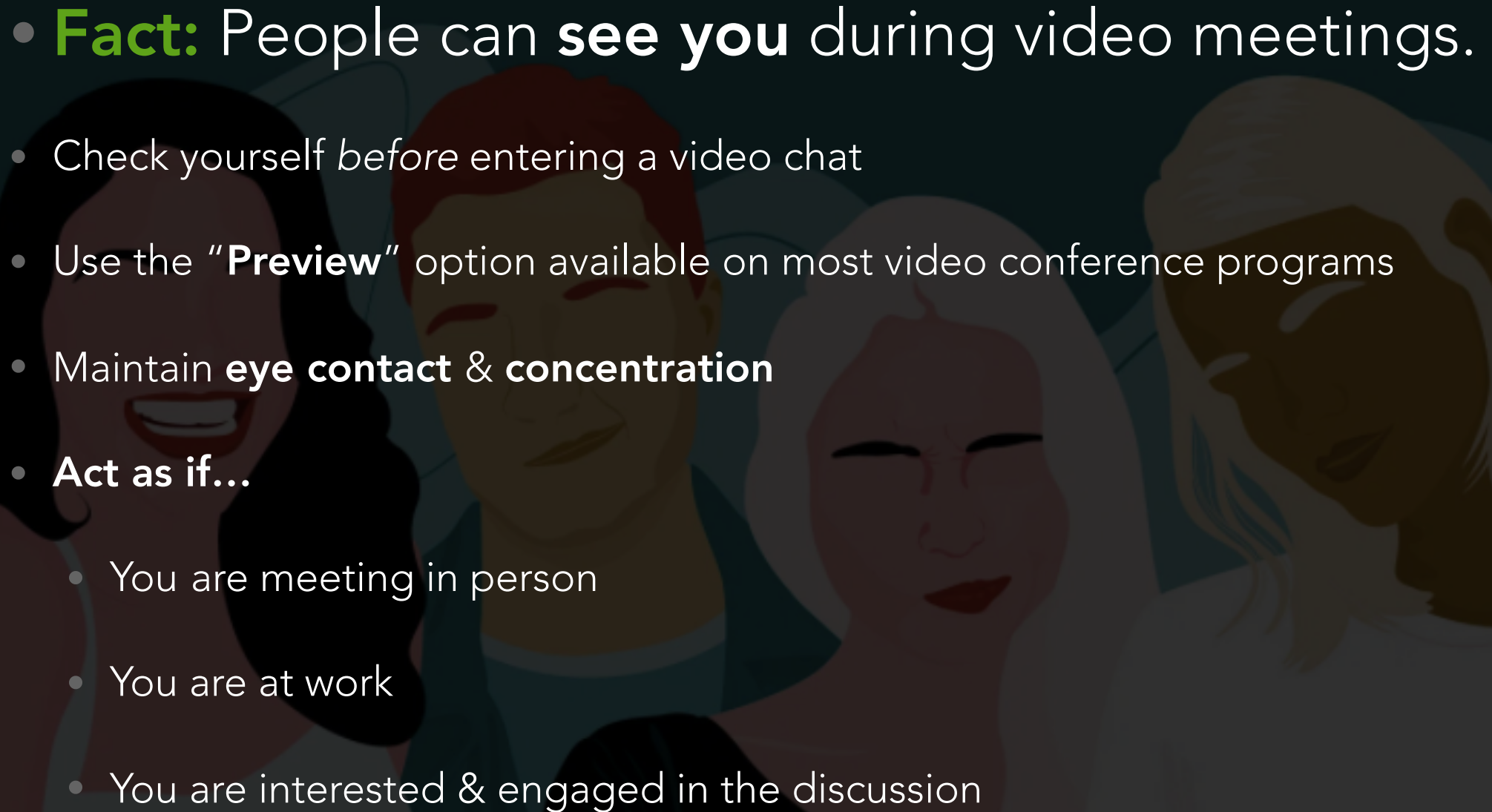


WORK-FROM-HOME FASHIONS

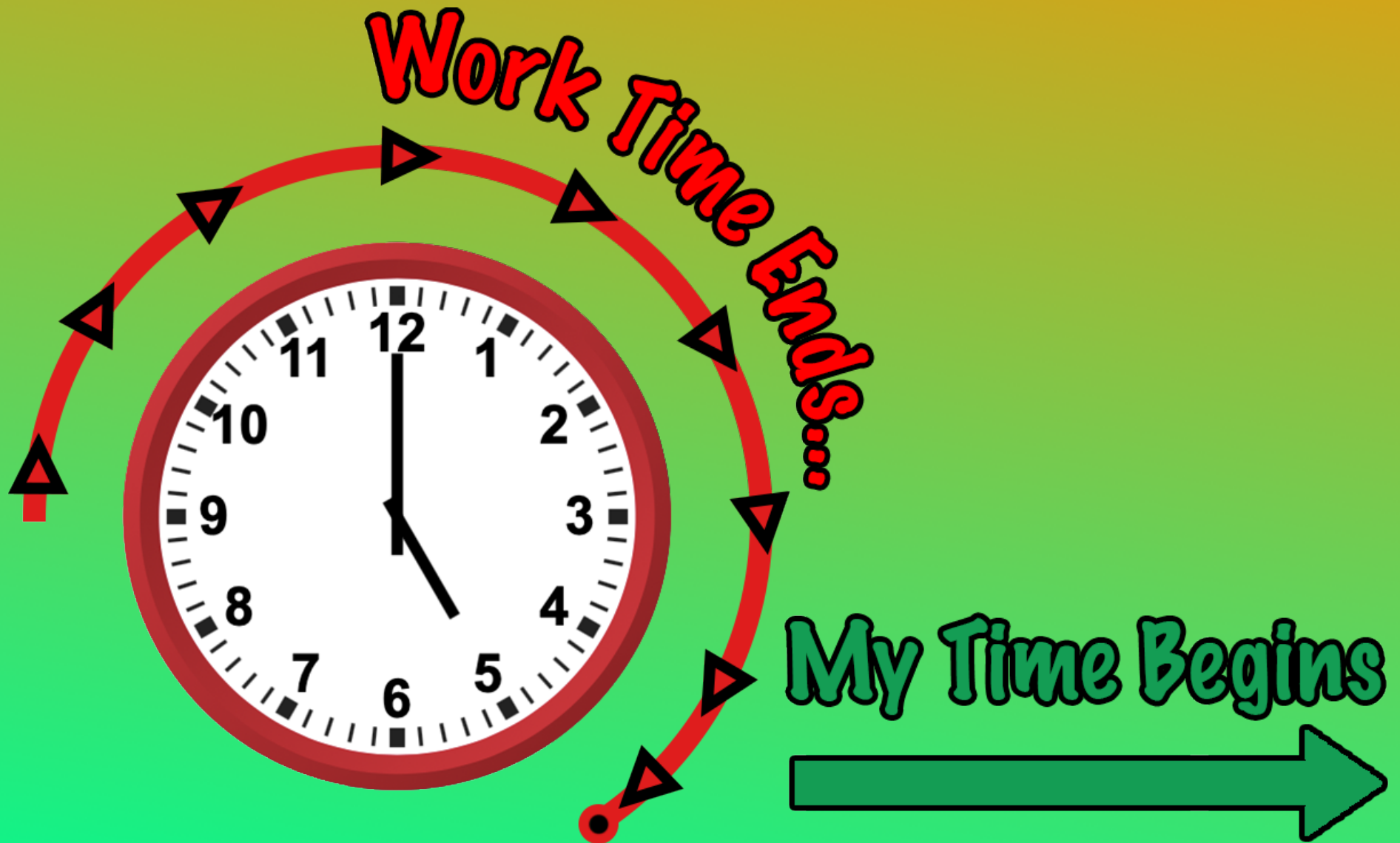
PART 3



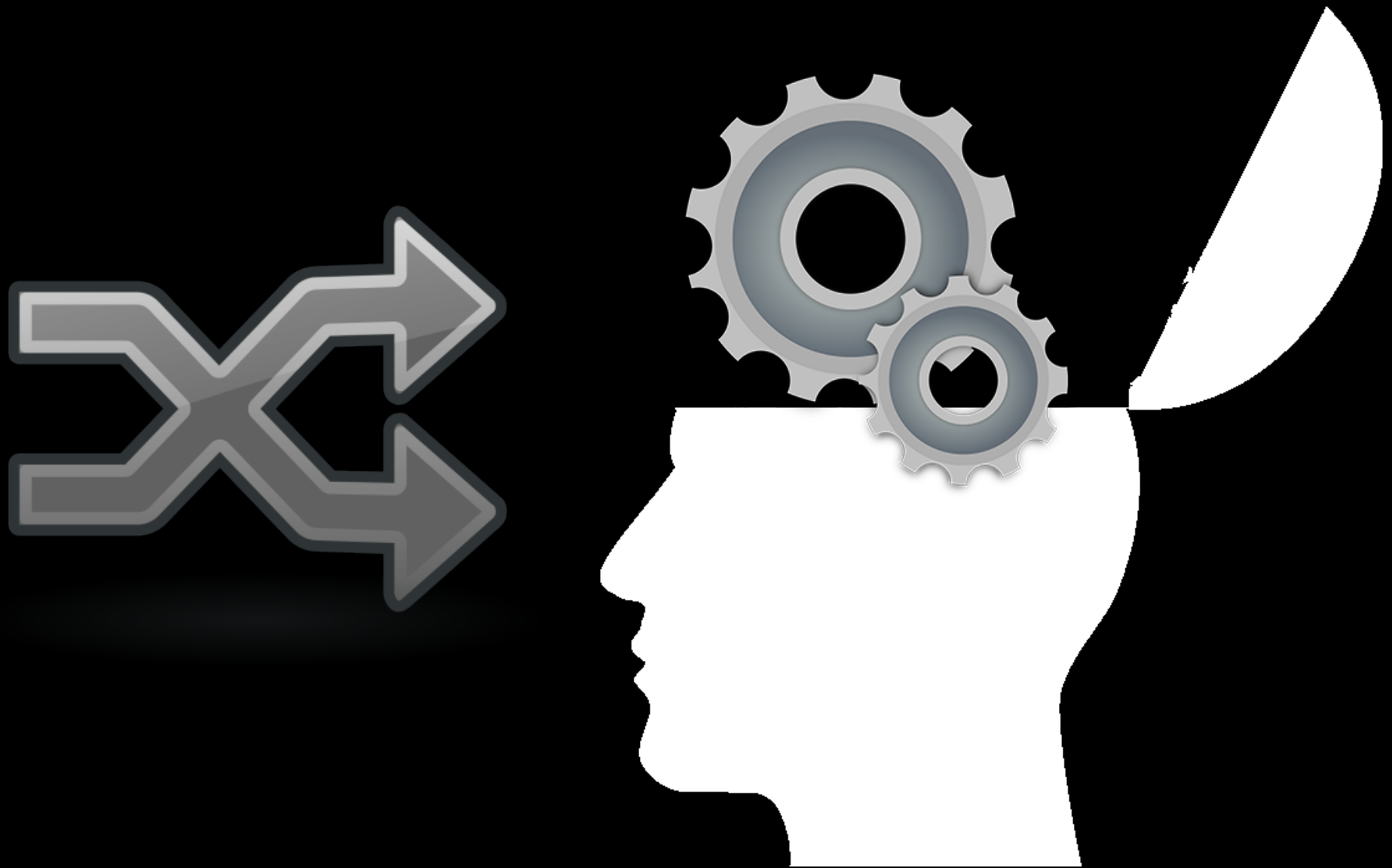
BODY LANGUAGE

- **Fact:** People can **see you** during video meetings.
 - Check yourself *before* entering a video chat
 - Use the “**Preview**” option available on most video conference programs
 - Maintain **eye contact** & **concentration**
 - **Act as if...**
 - You are meeting in person
 - You are at work
 - You are interested & engaged in the discussion
- 
- A stylized illustration of four diverse people (two women and two men) with various hair colors and styles, all smiling and looking towards the camera. The background is a dark, muted color, and the overall style is clean and modern.

WHEN YOU ARE *DONE* WORKING FOR
THE DAY, BE *DONE*.



TIPS FOR SWITCHING GEARS



5 MINUTE SELF-CARE

@ STACIESWIFT

WRITE DOWN
3 NICE THINGS
ABOUT YOURSELF

STEP OUTSIDE
FOR SOME FRESH
AIR

FIND A
VIDEO OF
CUTE
ANIMALS
ONLINE

DRINK
SOME
WATER

LISTEN
TO A SONG
THAT MAKES
YOU
SMILE

BOOK THE
APPOINTMENT
YOU'VE BEEN
PUTTING OFF

DO A SHORT
MINDFULNESS
BREATHING
EXERCISE

DECIDE ON AN **END POINT** & **STICK WITH IT**

- **Mini-commute:** Leave the "office" and move to another area of your home
- Put your **work away/out of sight**
- Ask a family member or friend to enforce "quitting time" if needed
- If you are still going to use your computer, **close work inbox and applications**
- Identify and stop unhelpful thoughts
 - "I'll just respond to one more email..."
 - "Let me check my inbox really fast..."

PRODUCTIVITY

- Manage your expectations
- Keep track of your accomplishments
- Build in accountability (deadlines, [project & task management apps](#), check-ins)
- Switch between skills/subjects and make space for [multiple interests](#)
- Got a problem?
 - “When concentrating on any complex endeavour, the brain often reaches a kind of **saturation point**...your attention may fade and any extra effort may fail to pay off. But if you turn to another, unrelated activity, you may find that you are better able to apply yourself.”

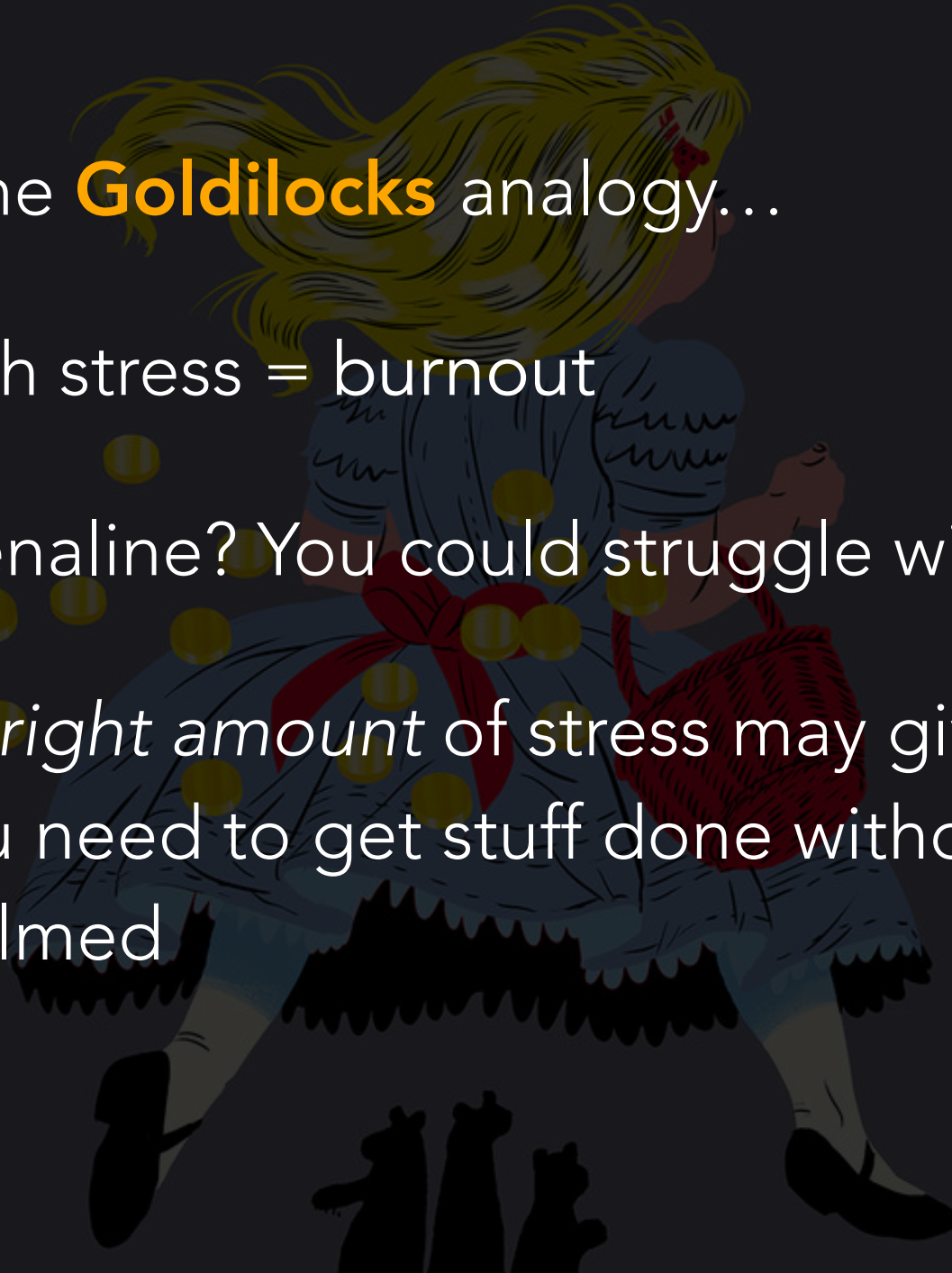


▶ ⏪ 🔊 0:00 / 1:26



HEALTHY STRESS: FINDING THE SWEET SPOT

- Let's use the **Goldilocks** analogy...
- Too much stress = burnout
- No adrenaline? You could struggle with motivation
- *Just the right amount* of stress may give you the push you need to get stuff done without feeling overwhelmed



Recognize what's going on

Allow the experience to be

Investigate with kindness

Natural awareness



Feeling Overwhelmed? Remember “RAIN”

Four steps to stop being so hard on ourselves.

R

Recognize
what's
going on

A

Allow the
experience
to be there,
just as it is

I

Investigate
with
kindness

N

Natural
awareness,
which comes
from not
identifying
with the
experience

START THE WEEK WITH SELF-CARE

Practicing self-care is important. Try these simple tips to reduce stress and improve your mood and energy.



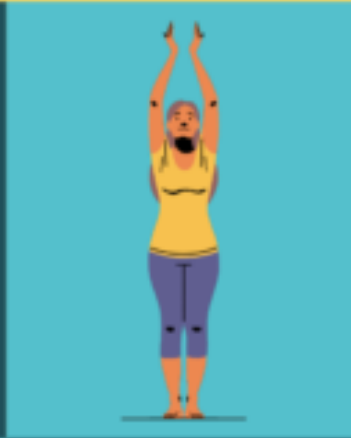
GO FOR A WALK

Feel the air or the warmth of the sun.



TAKE A BREATH

Take a pause with some deep breaths.



YOGA MOMENT

At your desk or in your living room, do some relaxing moves.



TAKE A WARM BATH

This is also a way to take a digital break from your phone and/or computer.



CALL A FRIEND

Catch up and share the latest. This will boost your happiness and it's a natural way to destress.



SLEEP

Go to bed early, read, relax, do some bed yoga, sleep soundly, and wake up refreshed!

Source: <https://www.destressmonday.org/make-time-self-care-monday/>

SELF-CARE IS PRODUCTIVE

JOB ACCOMMODATION NETWORK (JAN)

askjan.org

Search | About JAN | JAN en Español | Contact



Coronavirus Disease 2019 | A to Z | ADA Library | Accommodation Search | Publications | Training | Resources

A to Z of Disabilities and Accommodations

- Select a Category -

- Select a... -

Go

Live Chat

+

Show Reader

For Employers



- Private Employers
- Federal Employers
- State & Local Governments



JAN Workplace Accommodation Toolkit

For Individuals



- Employees
- Job Seekers
- Entrepreneurs

For Others



- Rehabilitation & Medical Professionals
- Union Representatives
- Attorneys & Legal Representatives

<https://askjan.org/>

STAY HEALTHY AT HOME

- **Tuesday, May 19th** - Step by Step: Small Changes That Can Lead You To a Healthier Life
 - [Click here](#) to register
- **Tuesday, May 26th** - Let's Stick Together: Navigating the Web of Online Communications for Staff and Self-Advocates
 - [Click here](#) to register






Questions?

Comments?



CONTACT INFORMATION

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- ▶  twitter.com/NJSAP or @NJSAP
- ▶  Facebook: <https://www.facebook.com/NewJerseySAP/>
- ▶  Instagram: <https://www.instagram.com/NewJerseySAP>
- ▶ NJSAP Website: <http://www.njselfadvocacyproject.org>

RESOURCES FROM WEBINAR RECORDED ON MAY 12, 2020

- ▶ **The Arc of New Jersey's Training and Consultation Services "Work From Home" video:** <https://www.arcnj.org/programs/training-and-consultation-services/>
- ▶ **AskJAN.org** (Job Assistance Network on Telework): <https://askjan.org/topics/telework.cfm>
- ▶ **BBC:** <https://www.bbc.com/worklife/article/20200417-top-working-from-home-tips-from-around-the-world>
 - ▶ <https://www.bbc.com/worklife/article/20200428-the-zoom-social-etiquette-guide>
 - ▶ <https://www.bbc.com/worklife/article/20200407-zoom-five-tips-to-look-your-best-on-video-calls>
 - ▶ <https://www.bbc.com/worklife/article/20200331-how-to-eat-a-healthy-diet-when-work-from-home-coronavirus>
- ▶ **Remote Work Success Kit:** <https://go.intermedia.net/remote/>
- ▶ **CNN, Work from home dress code:** <https://www.cnn.com/2020/03/23/business/coronavirus-work-from-home-casual-dress-code-trnd/index.html>
- ▶ **University of Pennsylvania, Authentic Happiness:** <https://www.authentic happiness.sas.upenn.edu/learn>
- ▶ **mindful.org,**
 - ▶ Feeling overwhelmed? Remember RAIN: <https://www.mindful.org/tara-brach-rain-mindfulness-practice/>
 - ▶ Zoom exhaustion is real. Here are six ways to find balance and stay connected: <https://www.mindful.org/zoom-exhaustion-is-real-here-are-six-ways-to-find-balance-and-stay-connected/>
- ▶ **Apple's Accessibility page on YouTube:** <https://www.youtube.com/playlist?list=PLlI2EzNYri0cLtSlZowttih25VnSvWITu>
- ▶ **lifehacker.com, Calendar apps:** <https://lifehacker.com/use-this-cheat-sheet-to-choose-the-best-calendar-app-fo-1785984391>
- ▶ **lifelhack.org,** How to be on time every time: <https://www.lifehack.org/articles/featured/how-to-be-on-time-every-time.html>
- ▶ **Google.com**
 - ▶ Calendar privacy tips: <https://support.google.com/calendar/answer/34580?co=GENIE.Platform%3DDesktop&hl=en>
 - ▶ Creating and sharing a calendar event: <https://support.google.com/calendar/answer/37161?co=GENIE.Platform%3DDesktop&hl=en>
- ▶ **WorkplaceInitiative.org,** Accessible work from home tools...during the coronavirus pandemic: <https://workplaceinitiative.org/accessible-work-from-home-tools-coronavirus-outbreak>

[HTTPS://WWW.ARCNJ.ORG/PROGRAMS/NJSAP/WEBINARS.HTML](https://www.arcnj.org/programs/njsap/webinars.html)