

SET UP LIFE-WORK
BOUNDARIES AND
AVOID BURNOUT
WHILE WORKING
FROM HOME

HOW
TO

Love working from home series



Is your lounge room no longer a sanctuary?

Learn how to create work boundaries at home, and stick to them!

You've probably noticed that working from home comes with its challenges. Many of us are juggling kids, pets, relationships and spaces, and we're also finding it hard to switch off. Due to the relentless proximity to work, it's all too easy to log back on. The commute at least provided the opportunity for a mindful transition or signal a change of mode for the day. Remote working is set to continue for the foreseeable future. If we don't set boundaries and lay down some new ground rules, exhaustion will follow. Put your own oxygen mask on first and you'll reap the rewards from your team. Here's your 3-step guide to preventing burnout through life-work integration...

Step 1: Awareness

Feeling tired and have nothing left in the tank? The first step to making changes is accepting where you're at and what's draining your energy.



BONUS TIP: 3 time-killing activities for kids

- Introduce new or 'special' art supplies and set them up outside
- Set goals with incentives to keep them occupied
- Use Facetime or Zoom and have the grandparents read them stories

Here are some questions to ask yourself:

- What activities are draining my energy?
- How could I do less or remove these from my day / week?
- What activities are giving me energy?
- How could I do more of these things today / this week?

The second step is to take the time to assess where your boundaries are slipping. What are you saying yes to that is adding too much to your plate? When you say 'yes', you are also saying 'no' to something else and that's often your own wellbeing or quality time with the family.

Here are some questions to ask yourself:

- What do I need to stop doing?
- What is actually the best use of my time?
- Who do I need to communicate this to that can hold me accountable?

Step 2 - Vision

Consciously craft what you would like to be different.

Ask yourself 'What does having boundaries look like for me?'

For me, it's getting clear on the structure of my day to allow for breaks and to ensure I switch off. This allows the right amount of time for me, personally, as well for my wellbeing and relationships. It's less about work-life balance and more about life-work integration. In my world, I only have external meetings Tue - Thur, Mondays are for 'thinking' work, and Fridays are more relaxed days, having coffee catch ups and finishing earlier.

Productivity guru Lorraine Murphy has a great ['Ideal week' planner](#)



"Daring to set boundaries is about having the courage to love ourselves even when we risk disappointing others"

Brene Brown

Step 3 - planning

Craft your ideal day based on life-work integration. I do this by structuring my day with breaks. Plan out your ideal week and diarise the personal stuff, as well as business matters. Create a 'stop doing list' so that you can start saying no to things that don't best serve you.

Here's some more tips:

- Identify your ideal working hours that allow you to stay energised
- Follow your ultradian rhythm and take a 20-min break from your desk every 90 minutes
- Block out space in your diary for 'deep work' and to ensure meetings don't crowd out your day
- Be realistic about how much energy you have in your tank for the week, re-prioritise regularly to set yourself up for success
- Power down your devices at the end of your work day
- Set an alarm to signal the end of your day
- Mindfully transition by taking a walk outside, do a meditation, or a gym class
- More self-care ideas