

# Work-Life Balance In Your Virtual Classroom

*COVID-19 has had a profound effect on our education system. Teachers have been navigating unprecedented challenges adding stress & pressure to their daily lives. Try these tips to add a little more balance to your life.*

## Connect With Peers

Connect with other teachers using Slack, Teams, Zoom, or Skype. You can use this as an opportunity to collaborate, share your thoughts/struggles to support your professional & emotional needs.



## Have a Dedicated Workspace

Have a dedicated area you can easily associate with work only so you're not tempted to take on unfinished personal tasks during work hours & vice versa.



## Use Productivity Tools

Use productivity tools like Trello, Asana, & Wunderlist. You can leverage these tools to help organize your to-do list, project manage, & seamlessly collaborate with co-workers.



## Take Meaningful Breaks

Planned breaks can help increase focus & decrease stress. Take 5-10 minute breaks every hour, away from your workspace. It can help improve circulation, reduce stress, & your brain will be refreshed when you get back to work.



## Practice Self-Care

Take time to do activities you enjoy—reading, hiking, painting, etc. Practice mindfulness techniques—i.e. breathing exercises, meditation, yoga. Ensure you get plenty of sleep. You'll feel refreshed when you're working if you practice daily self-care.



## Don't Ignore Your Finances

While adjusting to the new work challenges, many may find their finances on the back-burner. Economic downturns may impact school districts forcing more budget cuts & putting teachers' jobs at risk. Get ahead of the crisis by establishing a budget, a rainy day fund, & a plan to manage debt. For sound financial advice, connect with an accredited NFCC non-profit agency like Apprisen for a free consultation.



## Disconnect

A teacher's work is ongoing--lesson plans, papers to grade, etc. Not taking time to disconnect takes time away from family & time you can use to decompress. After work hours, disconnect so you can balance your family & "me" time.

