

PRODUCTIVITY AT HOME DURING THE LOCK DOWN

CREATED BY THE SYMBIOSIS CENTRE FOR EMOTIONAL WELLBEING (SCEW)

RELIABLE NEWS AND INFORMATION SOURCES

The COVID India Data
Tracker
<https://covidout.in/>

The US CDC Website:
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

For news and updates,
rely on reputed news
sources and channels
and avoid getting your
information from social
media, heresay or
Whatsapp

Importantly, keep an eye
on all official
communication from your
campus admins and
directors.

With the onset of COVID-19, our work spaces and classrooms have been displaced to the confinements of our houses. Whilst this may initially feel like a load off due to the lack of need to wake up earlier, get your things in order and travel, the bliss accompanied with work/study from home can soon start to fade away. What may have seemed like a blessing in disguise soon ends up being something that is despised and in this week's newsletter, we aim to suggest effective and easy ways to manage this and boost your productivity.

Structure Brings Order to Chaos

- Try to ensure maintaining a ritual before getting into work mode. It could be changing into work gear, fixing up your work space, arranging snacks, etc. This enables your mind and body to kick start into work mode.
- Use SMART goals to plan your daily targets, accounting for distractions and those last minute meetings, as well.
- Ensure to divide and delegate tasks when working in groups. This means to be mindful of not giving yourself or others too little or too much work. Balance is key.

Effective Communication is an Essential Art

- Be mindful that new communication interfaces like Skype or Zoom can cause discomfort and a reduction in effective work as this is not the conventional mode of communication. This is because we sense a disconnect as our minds are together but our bodies are not, leading to us having to put in more effort to process non-verbal cues. We also experience social pressure to perform due to feeling like we are being watched which is fatiguing.
- Another challenge, is the silence that gets incorporated. In real-life conversations, silence creates a natural rhythm whereas, in a video call, you become anxious about technological glitches, doubting your effectiveness in making your point. You also tend to keep looking at your face which reduces the effectiveness of your conversation.



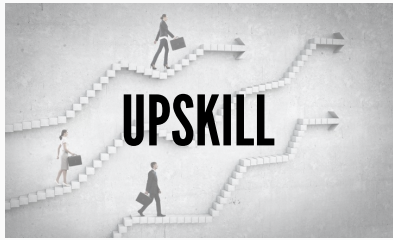
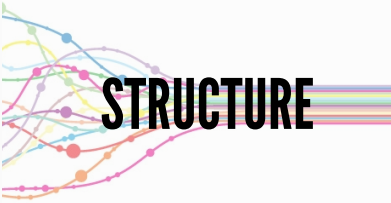
Setting Boundaries

- Establish a work-space (even one small dedicated table works) that you can distinguish from the rest of your home, which you occupy only during your work hours. Your own home office, if you will.
- We play multiple roles in our lives. Due to confinement at home, these roles have merged into one another. Ensure to communicate to your family and friends what role you are playing when. For example - It's impossible to sweep as well as attend a team meeting at the same time - make sure to communicate these things to your family members to prevent conflict.
- Social media is a huge distraction! Without the physical presence of your team and work environment to bring you back to work, you may end up spending more time on these distractions at home. Blocking notifications or switching off your data (if advisable) during work hours will help you build focus.
- Keep work communication restricted to work hours. Being at home, work may spill over into personal time making it difficult for you to unwind.



Importance of Upskilling

- Work from home and online modes of education seem to be becoming the new normal. To keep in line with the trend we would suggest - Getting familiar with technology platforms and gadgets by proactively learning more about them.
- Downsizing due to the blow in the economy is expected. Upskilling in all ways that you can by participating in online workshops, webinars and training programmes organized by your organization or external ones is recommended.



IN CASE OF ANY MENTAL HEALTH EMERGENCIES, REACH OUT TO YOUR SCEW CAMPUS COUNSELOR VIA PHONE OR AT MINDHELP@SIU.EDU.IN

WE ASK YOU TO SHARE YOUR EXPERIENCE WITH US ON SCEW.EVENT@SIU.EDU.IN