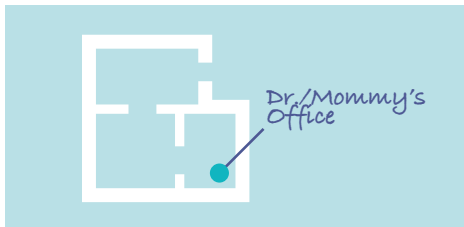


STAYING WELL WHILE WORKING FROM HOME

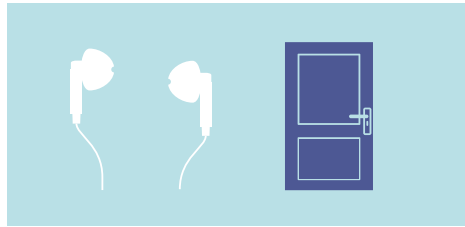
While conducting video and phone appointments from home, it's important you continue to care for yourself and set routines and boundaries that help you to stay well while you stay productive.

CREATE A DEDICATED WORKSPACE



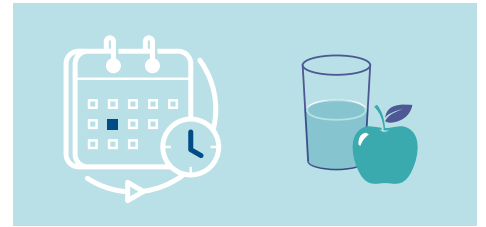
Whether it's a separate room or a quiet corner, establish a dedicated area that puts you in the mindset to work. Get creative with making a standing desk option – boxes stacked on a table are all you need. When the workday is over, you should be able to leave or change the space to signal that you are now “out of the office”.

ENSURE PATIENT PRIVACY



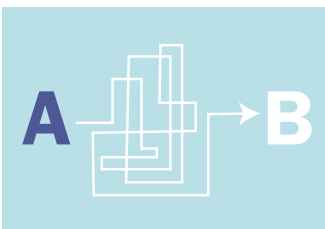
For patient privacy and trust, you must be able to communicate with patients without others hearing. A headset or earphones are essential for hearing the patient clearly while making sure others around you can't. Ideally, you will have your workspace to yourself and/or can close the door.

SCHEDULE YOUR DAY WITH INTENTION



When scheduling your appointments, build in regular stretch breaks or periods of mindfulness. Include snack, lunch and water breaks in your everyday schedule – keeping nourished and hydrated benefits you as well as your patients. Schedule time for your usual paperwork: reviewing results, writing referrals, completing forms, etc. Create firm “clinic hours” and stick to them when possible.

BE MINDFUL OF YOUR CAPACITY



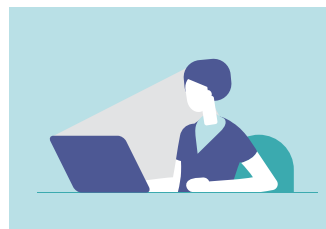
We often say “yes” to things as a reflex. Take a moment before committing to any additional non-clinical or volunteer work. Consider how additional meetings will fit in the context of the day, the week and your own level of resilience. Ensure any meeting you host or attend has clear objectives before you commit.

CREATE BOUNDARIES THROUGH ROUTINE



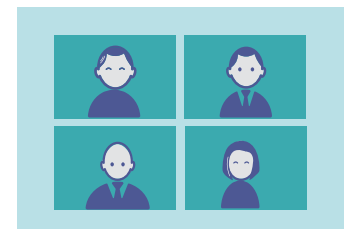
Create an end-of-work routine that delineates the start of your personal time – this could be a walk, a home workout, or something as simple as a change of clothes. If you can, put your laptop or other work equipment out of view so you won't be tempted to log back in. Consider creating an automated email reply outside of your clinic hours.

REFLECT AND STAY REALISTIC



Virtual appointments can be exhausting and may be rewarding in a way that is different than in-person appointments. Remember that the most significant impact of family medicine is in the long term. At the start of the day, set some realistic expectations – if you make a tangible difference in just one patient encounter, that may be all that matters. At the end of the day, reflect on something positive you achieved – whether it's personal or professional.

MAKE TIME FOR SOCIAL CONNECTION



Working from home can feel isolating. Create an online chat group to share fun and supportive messages with friends or colleagues. Plan video calls with your friends to look forward to – quiz nights or movie viewings are fun ways to connect as a group. Instead of texting or emailing, give your friends and family a call.