

## Working Remotely: Tip of the Week

### Work-Life Balance

After many weeks of working virtually amid professional, community and personal planes, holding onto our organization and mindfulness sync has not been easy. As we explore stages of reopening and relief, the hope of renewed harmony is on the horizon. Managing work-life balance in this new season will challenge our values and require a transition from our quarantined lifestyles.

Here are a few supportive strategies as you balance your personal summer activities and your professional virtual or workplace reengagement.

1. Define your Balance. Balance represents harmony with your activities. Ask yourself: Is this required of me? Will this activity bring me alignment or angst?
2. Remember your Values. Values aren't given to change. Ask yourself: What mattered most these past months and how did I appreciate them?
3. Plan your Schedule. Schedules help us use time efficiently. Ask yourself: When am I most productive and for how long? When am I needed by others?

Montgomery College has a range of excellent resources to support organization change and efficiency, including professional development on software, and trainings by ELITE and WDCE.

Finally, at a time when we reintegrate working and playing remotely with onsite and in-person activities, please remember to stay vigilant and be mindful of your values and responsibility to balance the priorities of work and personal lifestyle. Chaos theory frames that because something can be done, doesn't mean it should.

For more information on work-life balance, save the date for a work-life balance webinar on Tuesday, July 14. Register in MC Learns.

For more Tips on working remotely, please visit <https://bit.ly/mc-remote-working-e> and watch for the next tip on Monday, June 22!

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