

# You Are Not A Frog

## Workbook, CPD & Reflection Log



### Episode 72: Creating Healthy Boundaries While Working Well from Home with Dr Katya Miles

Given the chance, some people would choose to continue working at home indefinitely. They feel as if working at home gives them more flexibility. However, working at home isn't as straightforward as many people think. It comes with unique challenges as well. In particular, there's an inherent lack of boundary between work and personal life. Many people find themselves constantly pressured to work, making their work-life balance suffer. Fret not; you can build healthy boundaries and work well from home.

In this episode, Dr Katya Miles joins us to share her work from home tips. She is the founder of The Working Well Doctor, a website that aims to help everyone stay healthy and thrive at work. Katya discusses how to keep work and personal life separate, even as you continue to work at home. She also introduces the concept of the third space. Finally, she shares various techniques on keeping yourself physically and mentally prepared to start and end your workday.

#### Podcast links

- Adam Fraser's TEDx talk: [Three simple steps to not take a bad day home](#)
- [The Fitness Marshall](#)
- [Poker Face Dance Workout](#)
- Health and Safety Executive: [Guides for display screen equipment](#)
- You Are Not A Frog [Episode 57 - Exercise Is Fertiliser for Your Brain](#)
- [WHO: Social determinants of mental health](#)
- [WorkLife](#) with Adam Grant
- [The Working Well Doctor](#)
- [How to Work Well from Home](#)
- FREE [How to Work Well from Home ebook](#)
- Connect with Katya: [Email](#) | [Instagram](#) | [Facebook](#) | [LinkedIn](#)
- Sign up now for the [Shapes Toolkit](#) resilience training for late spring and summer 2021!
- [Sign up here](#) for more FREE resources.
- Join the [Shapes Collective Facebook group](#).
- [Email Rachel](#) or reach her on [LinkedIn](#) or [Twitter](#).

## **QUOTE TO REMEMBER:**

***'Flexibility is great, but with it comes a potential blurring of boundaries between your work and your home life, and that can be problematic.'***

### **What You Will Learn from the Activity**

Some people automatically think that working at home is easier than going to the workplace. Unfortunately, this line of thought can make employers underestimate the impact of working at home on your mental well-being. Being able to work anytime removes the usual barriers separating work from the rest of your day. As such, work-life balance tends to deteriorate once your home becomes your workplace.

This workbook will help you develop techniques for maintaining a healthy work-life balance. They boil down to setting barriers on when and how you work to prevent your job from encroaching too much into your time. Reflecting on your current state and thinking about what you can do better can also benefit your mental health.

You'll reflect on identifying third spaces. These spaces act as transition areas between work and personal life. You'll also think about how you can communicate your needs to other people to avoid distractions. Finally, you're given tips to practice to maintain your social health.

An important aspect of workplace well-being is physical health. Unlike in the traditional workplace, it's now easier for you to take frequent breaks, exercise or fix your posture. Take advantage of these opportunities by focusing on workplace health guidelines through this workbook.

Use these reflections to make your work-at-home experience healthier!

### **Activity: How to Maintain Work-Life Balance**

Think about your work culture before and during the pandemic. Did some norms and expectations change?

How has my everyday work routine been shaped by working at home? How is my workplace now setting rules on meetings and other activities?

What steps am I currently taking to separate work time from the rest of my day? What can I do to maintain work-life boundaries?

How can I signal to friends and loved ones that I'm currently working and that I shouldn't be disturbed?

What do I consider a third space? What can I do while I'm in my third space to mentally separate from my work?

How can I incorporate more physical activity into my daily routine?

As I observe my posture, what actions can I take to improve my biomechanics?

Do I take breaks often? What system can I use to introduce healthy breaks during the day?

How can I bond more with the people I work with?

CPD time claimed:

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