

aceop™ | WEBINAR

# Working From Home... With Children

Managing time and productivity  
while balancing work and kids



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## Let's Start With the Basics

Communicate  
Effectively

Stay  
Focused

Set  
Boundaries

Keep those  
coworkers (er...kids)  
busy and happy!

## Tip 1:

## WFH Best Practices



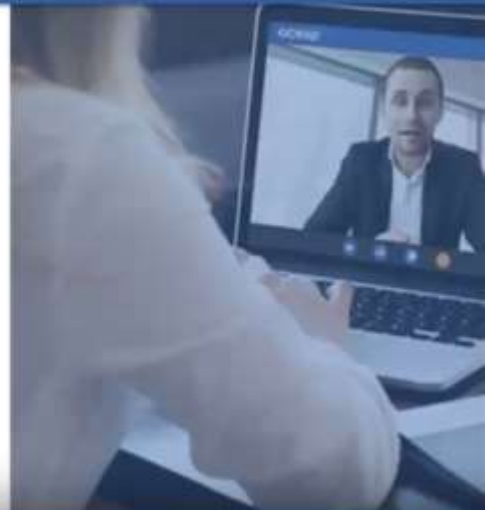
- Pick a Dedicated Workspace –
- Block Time Like Your Life Depends On It –
- Do End of Day Planning –

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## Communication: Video is Your Friend

## Tip 2:

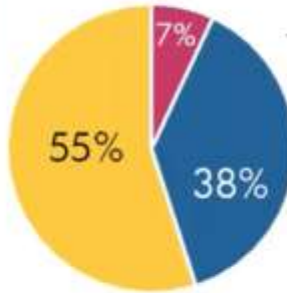
- It's as close as you'll get to face to face communication
- Use video even if it's uncomfortable
- Default to "video-on" meetings
- Use video for impromptu discussions



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## Tip 3:

## Communication: Assume Good Intent



Dr. Albert Mehrabian's 7-38-55% Rule

### Elements of Personal Communication

- 7% spoken words
- 38% voice, tone
- 55% body language

Mehrabian, Albert (1972). *Nonverbal Communication*. Chicago, IL: Aldine-Atherton.

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## Other Adults at Home

## Tip 4:

- **Tell them what you need**
- **Use signage**
  - Headphones
  - "Do Not Disturb" on office door
  - Post-it on the back of your laptop
- **Agree on when to catch up/chat**



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## Tip 5:

## Kids at Home



### Signage

- Let them know when you'll be done

### Arm Them for Independence

- Put snacks at their height
- Have books, workbooks, games at the ready

### Short Bursts of Undivided Attention

- 10 to 15 minutes

*Keep them learning - Keep them moving- Keep them motivated*

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## Family Communication Plan

## Tip 6:

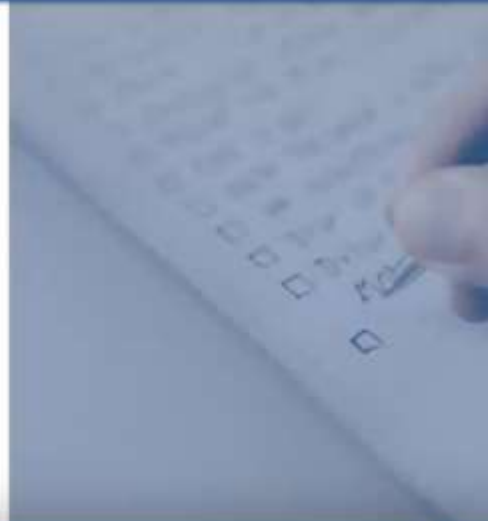
### Daily Schedule:

- Get everyone on the same page
- Who is in meetings and when?
- Make it visual (print it! color code it!)

### Daily Convo's:

- What went well?
- What didn't go so well?
- What should we try tomorrow?

***Experiment and iterate!!***



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## Tip 7:

## Babies/Toddlers



- Divide and conquer!
- Work in shifts
- Trade "on call" time with deep work time
- Do the work that doesn't require your full brain power when you're the one on call (filing, expenses, etc.)

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## Young Elementary

## Tip 8:

### Set them up for success!

Make sure they have a schedule full of activities that fit their attention spans and that require only a few minutes of your time to set up.

*Aim for 5 minutes of your hands-on time to get 30-45 minutes of work time*

- Puzzles, Games, Books, Art Supplies
- Online learning
- Free educational resources (that kids actually love):
  - KhanAcademy Kids
  - Scholastic



### Let someone else do the read alouds:

- Amazon Alexa StoryTime
- Audible Kids
- Podcasts for kids
- Storytime From Space

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## Tip 9:

## Older Elementary/Middle/ High School



### Give them agency!

- Give them a list of approved activities
- Let them create their own schedules
- Reward them for managing their own time

### Give them a project.

- Learn a new language on Duolingo?
- Prepare lunch for the family?
- Write a book!

### Use all the free educational resources at your fingertips:

[KhanAcademy.com](https://www.khanacademy.com)  
[AmazingEducationalResources.com](https://www.amazingeducationalresources.com)

## When all else fails...

**Ditch the guilt  
over screen time!**

