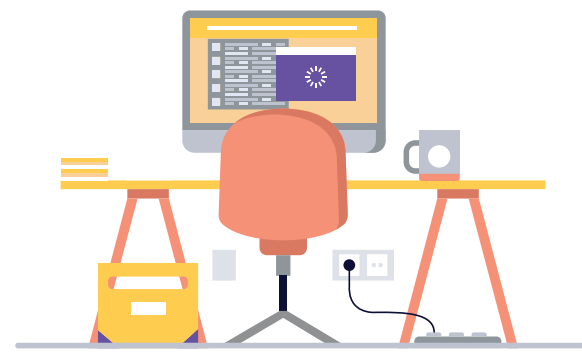


14 TIPS FOR WORKING PARENTS

1 Set expectations early

- Be upfront about challenges/limitations while working from home with kids to your manager, colleagues, and family



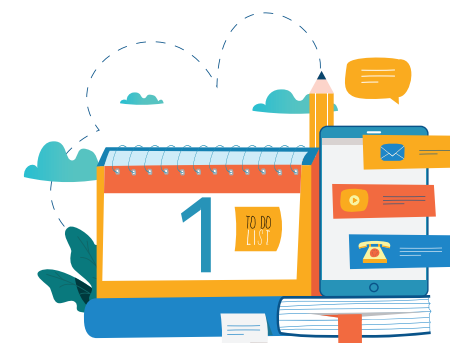
2 Begin the day with a family meeting

- Set the day's schedule over breakfast so everyone feels secure and supported with time for bonding



3 Create a schedule and stick to it

- Creating a schedule together with your kids will show that they are important to your day



4 Start fresh and dress for success

- Avoid staying in your pajamas so you can be in the right mindset throughout the day



5 Set boundaries for your kids

- Teach your kids that you need your own time to get work done
- Try telling your kids you are in 'do not disturb' mode when needed
- Set time for short play breaks with your kids



6 Encourage independence

- Let your kids practice life skills by making their own breakfast, snacks, and homework



7 Offer choices

- It's important for kids to feel included and in control of some decision-making
- Give them options in playtime activities and homework time



8 Let your kids play

- Learning is vital but playtime is just as important for kids
- Try holding off on screen-time until mid-afternoon



9 Have healthy snacks on hand

- Stock your pantry with easy-to-eat healthy snacks so they don't get hungry in the middle of your call
- They can also grab these by themselves



10 Separate work and home tasks

- Set clear times for work and home life
- Communicate your time commitments with colleagues and family



11 Find a private workspace if possible

- A space for yourself with minimal distractions will help you stay productive
- Mark the door with a 'Do Not Disturb' sign as an indicator that you are busy



12 Take regular breaks

- Schedule regular time intervals to get up, stretch, take a short walk, do some exercise, or check on your kids every 60-90 mins



Communicate to your manager and colleague about your break time and be ready to offer support if someone else in the team needs it.

13 Alternate shifts with your spouse

- Discuss ahead of time to share and switch shifts for working/looking after the kids/doing housework



14 Connect with each other virtually

- Schedule time to chat informally with co-workers, friends, and family for some laughter and stress relief!



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