

# Taking good care

**Being confined and having to balance your personal and professional life can be complex. This guide is intended to help you take better care of yourself and others in this particular context.**



COVID-19 SPECIAL >

Developped by your Talent and Culture Team

## Organizing your time better means taking better care of yourself



### Manage your time... differently!

- Keep a routine as if you had to go to the office (get dressed, have lunch, disconnect at lunchtime).
- Set a realistic schedule for yourself based on your situation.
- Plan breaks in your schedule. Ideally one break every 90 minutes.
- Make sure you have "no work" periods (e.g., meals, before 8:00 a.m., evenings, weekends, etc.).

### Adjust your "To Do"

- It is not realistic to perform as usual in all your spheres of life (personal, professional, family, sports, leisure, etc.). Prioritize what is really important.
- Set realistic and specific short-term goals.
- Make a list of things to do during the day rather than focusing on a number of hours worked.
- Discuss your context or problems with your manager.

### Sleep is your best ally!

- Make sure you maintain an adequate sleep rhythm.
- Schedule 7 to 9 hours of sleep each night.
- Exercise everyday and eat well! These two elements, along with a good night's sleep, are the foundation of lasting health!

### Manage your stress and anxiety

- Choose reliable sources of information.
- Don't overexpose yourself to the news.
- Focus on the things you can control.
- Incorporate breathing and meditation into your daily routine.

**Taking care of oneself and others can sometimes be a challenge when work and personal life are intertwined. The following tools will give you some ideas on how to do it.**

### **Taking care of yourself: a few tips to help you do it better**

- Use the time normally used to commute to do something that makes you feel good:
  - Meditation, reading, yoga, walking, running, exercises, cooking, listening to music, etc.
- Give yourself permission to disconnect (shut down and put away your computer, close the office door).
- Get moving! Whether you're alone or with your family, in the morning, at noon or in the evening, intensely or moderately, no matter what type of activities you do, the important thing is to move, and often!
- Slow down and allow yourself some alone time.



### **Taking care of others while keeping our distance**

- Use the many communication tools to keep in touch with loved ones.
- Offer your help to neighbours and loved ones when you have to go out for groceries, for example.
- Donate blood.
- Volunteer your time to organizations in your area.



### **Useful links:**

#### **SLEEP IS YOUR ALLY: HOW TO FINETUNE YOUR SLEEP HABITS DURING THIS COVID-19 CRISIS**

- <https://sleeponitcanada.ca/how-to-finetune-your-sleep-habits-during-this-covid-19-crisis/>

#### **TAKING CARE OF OTHERS**

##### **To volunteer:**

- <https://volunteer.ca/index.php?MenuItemID=417&lang=en>
- <https://www.jebenevole.ca/>

##### **To donate blood:**

- <https://blood.ca/en>
- <https://www.hema-quebec.qc.ca/index.en.html>



### **Your reference:**

- **Feel free to discuss the guide with your manager**