

COVID-19 – Update No. 11 from the Staff Union

Dear colleagues,

When we talk about any kind of work-life balance, we're making the implication that the "life" part needs to balance out the "work" part. Is your teleworking-life balance as good as it could be?

Meetings using WebEx, Skype for business, Zoom, having to constantly keep updating your calendars for all online meetings, etc., have been the order of the day, and most of us are working longer hours as we want to show how productive we are. It is not difficult to imagine that, while these online meetings ensure continuous and timely communication, unfortunately they can also contribute to a near total disappearance of "work-life balance" if we don't pay attention to it.

A poor work-life balance can have all kinds of knock-on effects to our happiness, growth, and sense of well-being. Let's try to get the balance right.

Here are some tips from OSH experts:

1 - Have clear hours of work. Set a schedule and stick to it.

To avoid the pressure of feeling that you should be online all the time, set a schedule. Use your Outlook calendar tools to indicate when you are offline or online including your breaks and when you are busy. This will be helpful to your colleagues to know what time they can find you online. Having a set schedule is also beneficial for you so that you have time to complete personal errands and tasks, and spend time with your family without interruptions from work.

2 - Use personal activities or errands to take breaks during the day. The breaks can help you return to work fresh and ready to resume your duties.

3 - Make plans for after-work hours.

It is essential to have activities to do in your after-work hours. Have a schedule for these activities. This prevents you from working late and logging on to your computer during the weekend. Have a set time each evening or on the weekend to spend time with family or meeting up with your friends.

Working from home does not mean less work, it has actually proved the contrary. It is crucial that you work on managing your time effectively to ensure that you meet both your responsibilities at work and at home.

Enjoy the "Life" part of Work-Life ... It is the only way to also enjoy the "Work" part of it.

P.S. An article on "ILO staff in Europe and the Arab States resilient and patient during the COVID-19 pandemic" is available on our blog, UNION-magazine at: <http://unionmag.ilostaffunion.org/ilo-staff-in-europe-and-the-arab-states-resilient-and-patient-during-the-covid-19-pandemic/>