

*Tips for Transitioning
Back to the Office*



Resources



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<https://www.joyce-marter.com/nera-2/>



Poll #1: Emotions

What primary emotion are you feeling with returning to work?
(single choice)

- Hope
- Acceptance
- Excitement
- Uncertainty
- Anxiety
- Frustration
- Other



Poll #2: Reintegration Challenges

What are your primary stressors regarding returning to the office?
(multiple choice)

- Change in routine
- Commuting
- Health anxiety
- Social anxiety
- Dependent care coverage
- Less time with loved ones
- Managing uncertainty



Poll #3: Office Positives

Which of the following best describes your primary reason for wanting to return to the office?

- Collaborate more easily on projects
- Socializing with my coworkers
- Better access to equipment
- Ability to build and maintain relationships with others
- The environment is more conducive to productivity
- None of the above



Prepare for Differences Between WFH & Office

- Structure versus flexibility
- Differences in noise distractions
- Differences in privacy
- Opportunities for socialization

Pros & Cons and Tips to Cope



Office Socialization

- Reconnect with your team
- Welcome new team members
- Conduct personal check-ins
- Create a collaborative, team environment
- Give and receive support



Poll #4: Office Socialization

What would best describe your emotions when you are once again able to socialize with co-workers in the office? (single choice)

- Happy
- Anxious
- Exhausted



How to Manage Social Anxiety

- Practice self-compassion
- Silence Inner Critic
- Enlist the help of an extravert
- Take time to reboot yourself
- Know you will adjust



How to Manage Health Anxiety

- Recognize fear-based or catastrophic thinking
 - Thought stopping
 - CBT thought records
- Control your own precautions
- Communicate your needs assertively





How to Manage Change & Uncertainty

- Understand that challenges are a part of life
- Promote health and wellbeing
- Recalibrate expectations to zero
- Embrace openness, flexibility and adaptability
- Avoid worrying
- View challenges as opportunities for growth



Obstacles to Healthy Adjustment to Change

- Pessimism or negative thinking
- Perfectionism and/or rigid thinking
- Seeing oneself as a victim
- Poor self-care
- Lack of accessing support

Acceptance

“If you don’t like something, change it.
If you can’t change it, change your attitude.”

- Maya Angelou



Control what you can, let go of the rest

- What you can control:

- Your own thoughts
- Your own emotions
- Your own behaviors
- Your own choices

- What you can't control:

- Other people's thoughts
- Other people's emotions
- Other people's behaviors
- Other people's choices
- Outcome of situations
- COVID-19

Practice Gratitude



“ He is a wise man who does not grieve for the things which he has not but rejoices for those which he has. ~Epictetus

Stay in the Present Moment

- Avoid second-guessing the past or worrying about the future
- Mindfulness practices
 - Deep breathing, meditation, yoga
- Take it one day at a time
- Understand adapting to change takes time



Practice Mindfulness

- Start your day with a mindful moment and plan for mindful breaks
- Slow down to increase your productivity
- Switch off distractions
- Be a single-tasker
- Pay attention to your coworkers



Poll #5: Mental Health

What kind of impact will returning to the office have on your mental health? (single choice)

- A negative impact
- A positive impact
- Mixed





**Anticipate the difficult by
managing the easy.**

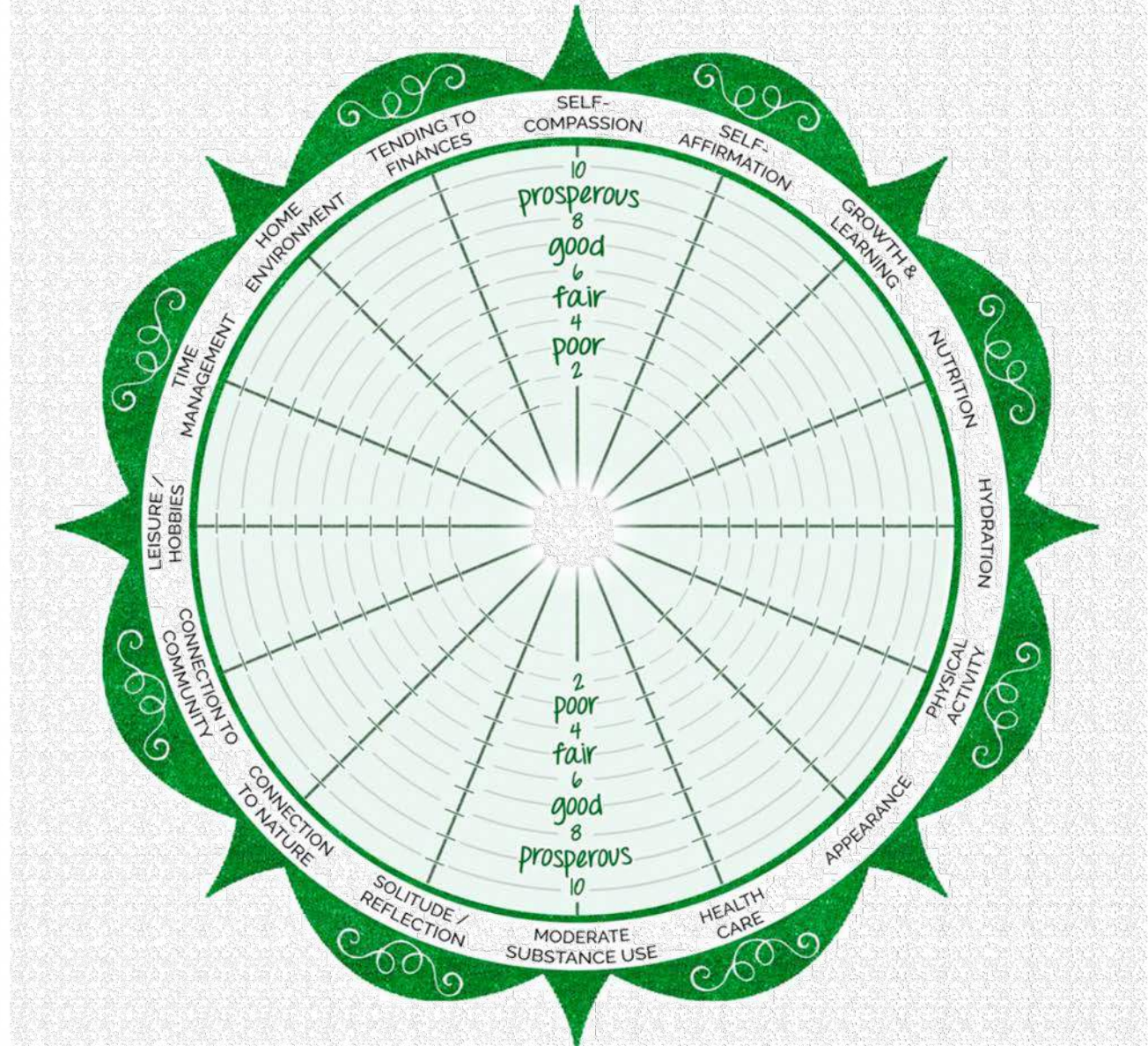
Lao Tzu

Shift Your Mindset Back Into a Routine

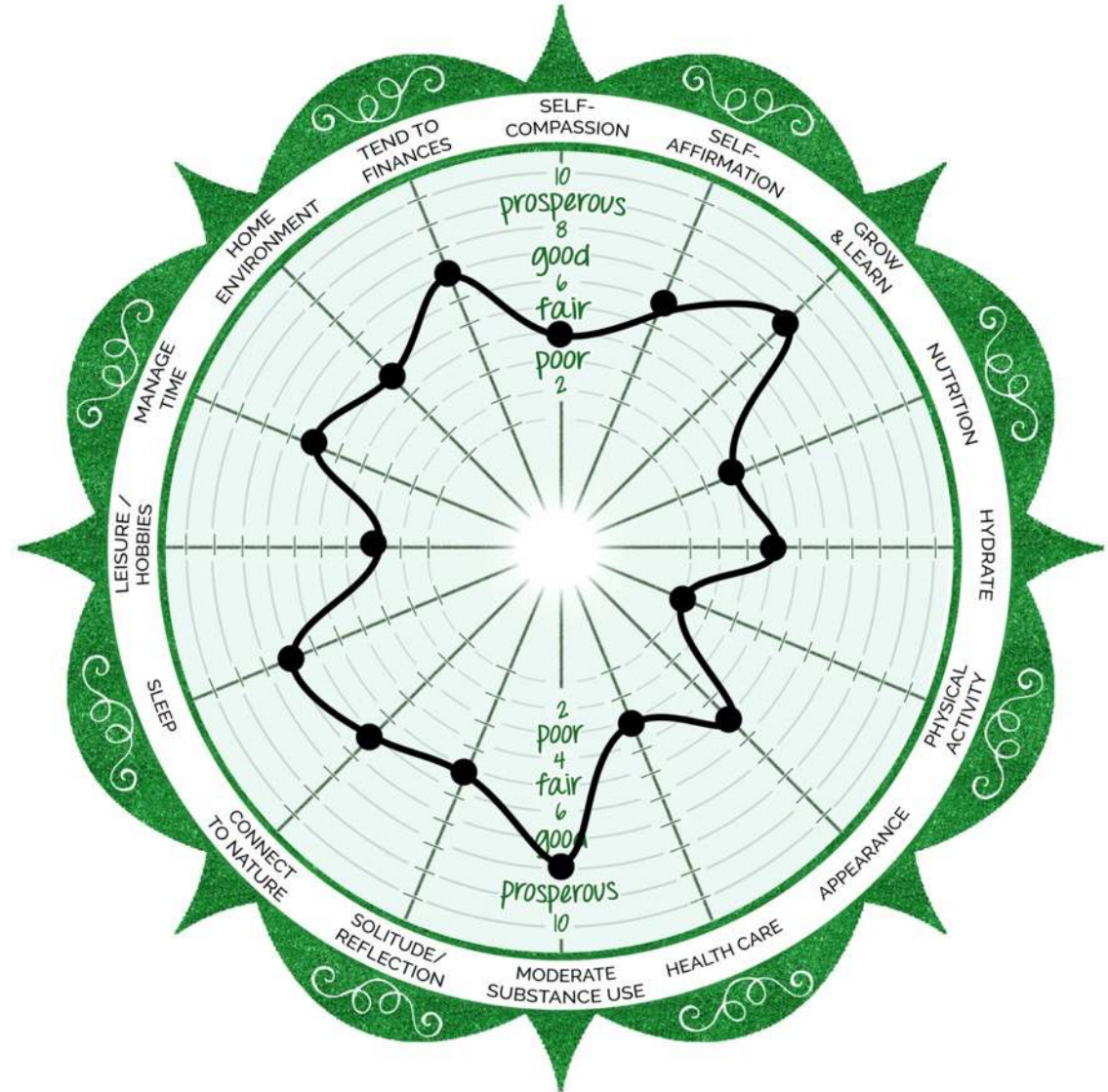
- Sleep schedule
- Workout routine
- Grooming/attire for the workplace
- Reintegrate the commute
- Healthy meal prep and planning
- Managing dependent care (children, pets, etc.)
- Self-care practices at work



Self-Care Wheel



Sample Completed Self-Care Wheel





Time Management Planning & Communication

- Integrate commute time
- Communicate with manager
- Have healthy time boundaries
- Practice assertive communication



Time Efficiency

- Identify & eliminate time wasters
- Beware of high time investment/low priority tasks
- Be a single tasker & chunk related tasks
- Take breaks to replenish your energy levels
- Block of calendar
- Auto-response on emails
- Prepare your plan & materials for the next day



Time Management Strategies

- Prioritize (must do, should do, nice to do)
- Delegate
- Simplify
- Set time limits
- Postpone
- Eliminate



Lao Tzu:

If you realize that all
things change,
there is nothing you will
try to hold on to.

Embrace the power of mantra,
“I am flexible and bendable, like a reed in the wind.”



Key Components to Building Resilience

- Prioritize your mental health & wellbeing
- Seek and give support
- Strive for work/life balance
- Engage fully in life; don't isolate yourself
- Discover & develop a sense of purpose or meaning in life



Utilize Your Benefits:

- **EAP Services**
 - Voluntary referrals
 - Supervisory referrals
 - Services for family members
 - Resources to alleviate stressors
 - Childcare & Eldercare
 - Legal & Financial
- **Flex Spending/Health Savings Accounts**
- **Sick benefits & FMLA for time as needed**
- **Insurance Benefits (Mental Health Parity Law)**



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Poll #6: Training Results

What are you going to do differently based on today's presentation? (multiple choice)

- Embrace a more positive attitude about change
- Improve my self-care & mindfulness practices
- Implement more time-management strategies
- Recalibrate expectations
- Take time for planning
- Access support/ask for help



Thank
You!



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