A smiling woman with dark hair pulled back, wearing a grey sleeveless dress, stands in front of a large glass window. She is holding a white coffee cup with a brown sleeve in her right hand. The window reflects her image and shows a blurred city street scene with other people and buildings. The text "Tips for Transitioning Back to the Office" is written in a black cursive font on the left side of the image.

Tips for Transitioning Back to the Office

JM
JOYCE MARTER

Resources



SCAN ME

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



Poll #1: 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 #2: Emotions

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

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



Prepare for Differences Between WFH & Office

- Structure versus flexibility
- Differences in noise distractions
- Differences in privacy
- Opportunities for socialization
- Pros and Cons
 - Grieve the cons, focus on the pros



Office Socialization

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



Poll #3: 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

Practice Self-Compassion

- Honor your feelings
- Don't judge or ignore your feelings
- Release your emotions in a healthy way
- Practice self-forgiveness
- Practice self-care





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

SILENCE YOUR INNER CRITIC & DETACH FROM NEGATIVITY



"The primary cause of unhappiness is never the situation but the thought about it. Be aware of the thoughts you are thinking. Separate them from the situation, which is always neutral. It is as it is."

~Eckhart Tolle

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

DISCOVER THE POWER OF INTENTION



“OUR INTENTION CREATES OUR REALITY.”
~WAYNE DYER, *The Power of Intention*

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 #4: 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.

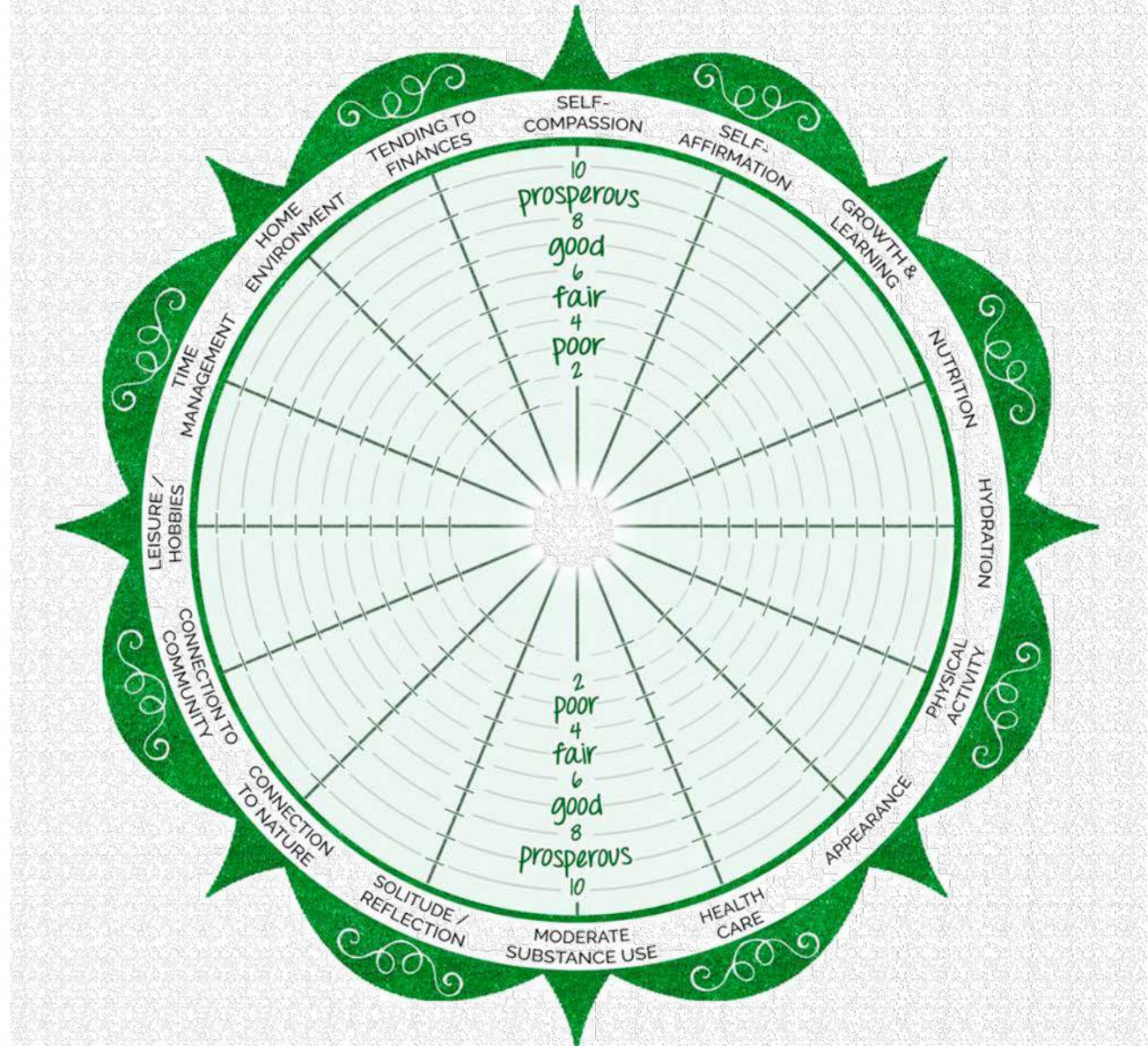
Lao Tzu

Shift Your Mindset Back Into a Routine

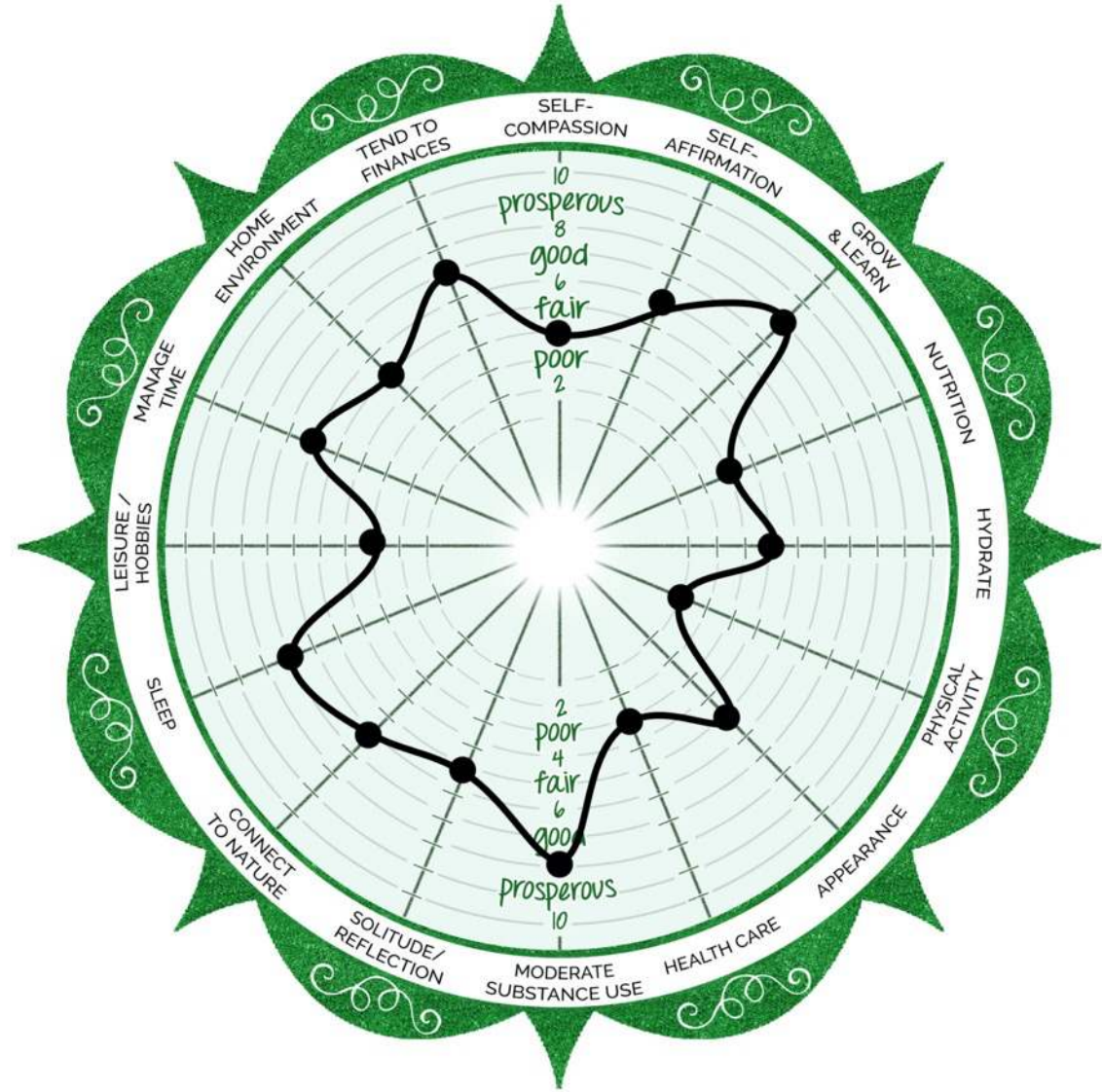
- Sleep schedule
- Workout routine
- Grooming/attire for the workplace
- Reintegrate the commute
- Healthy meal prep and planning
- Managing dependent care (children, pets, etc.)
- Self-care practices at work



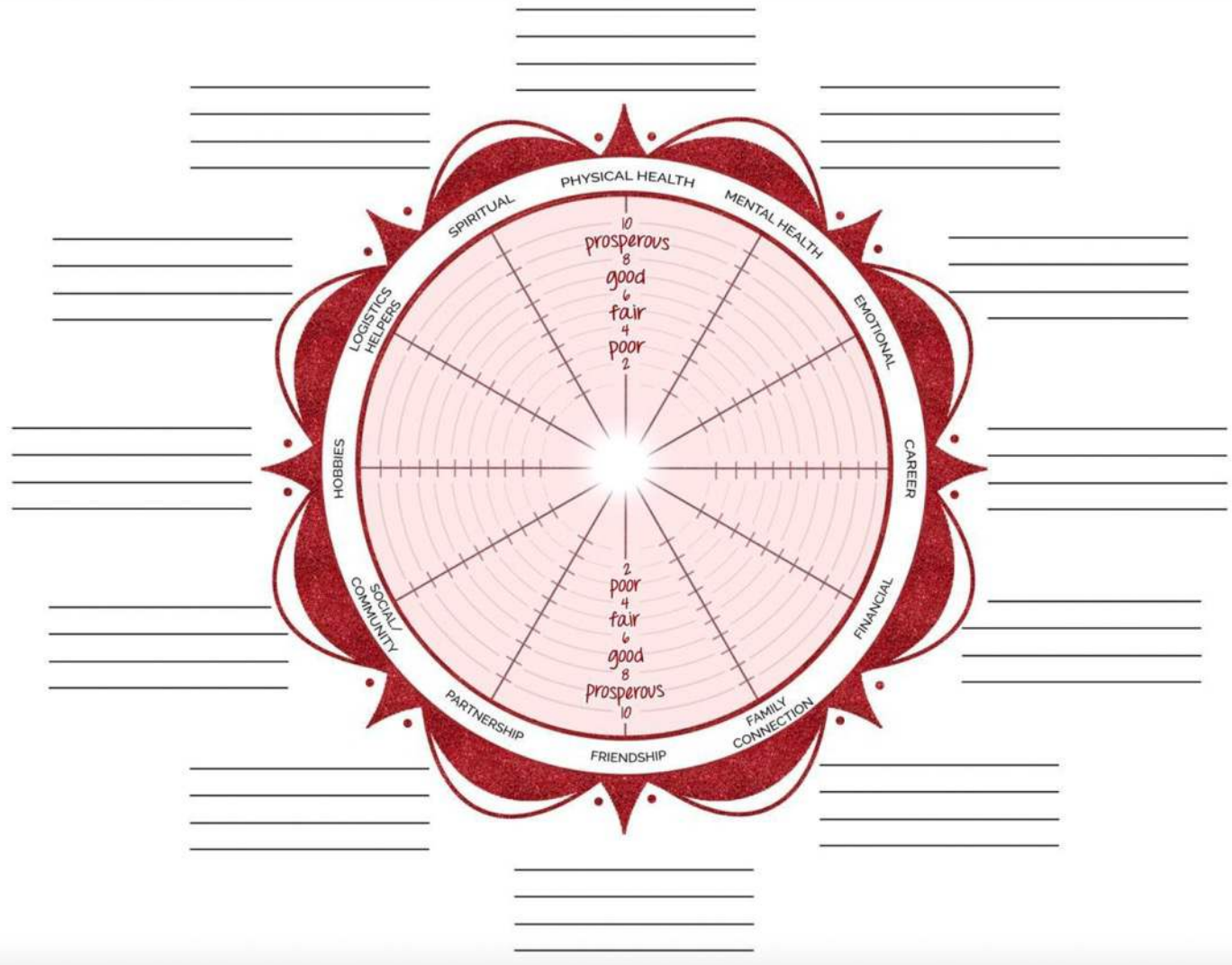
Self-Care Wheel



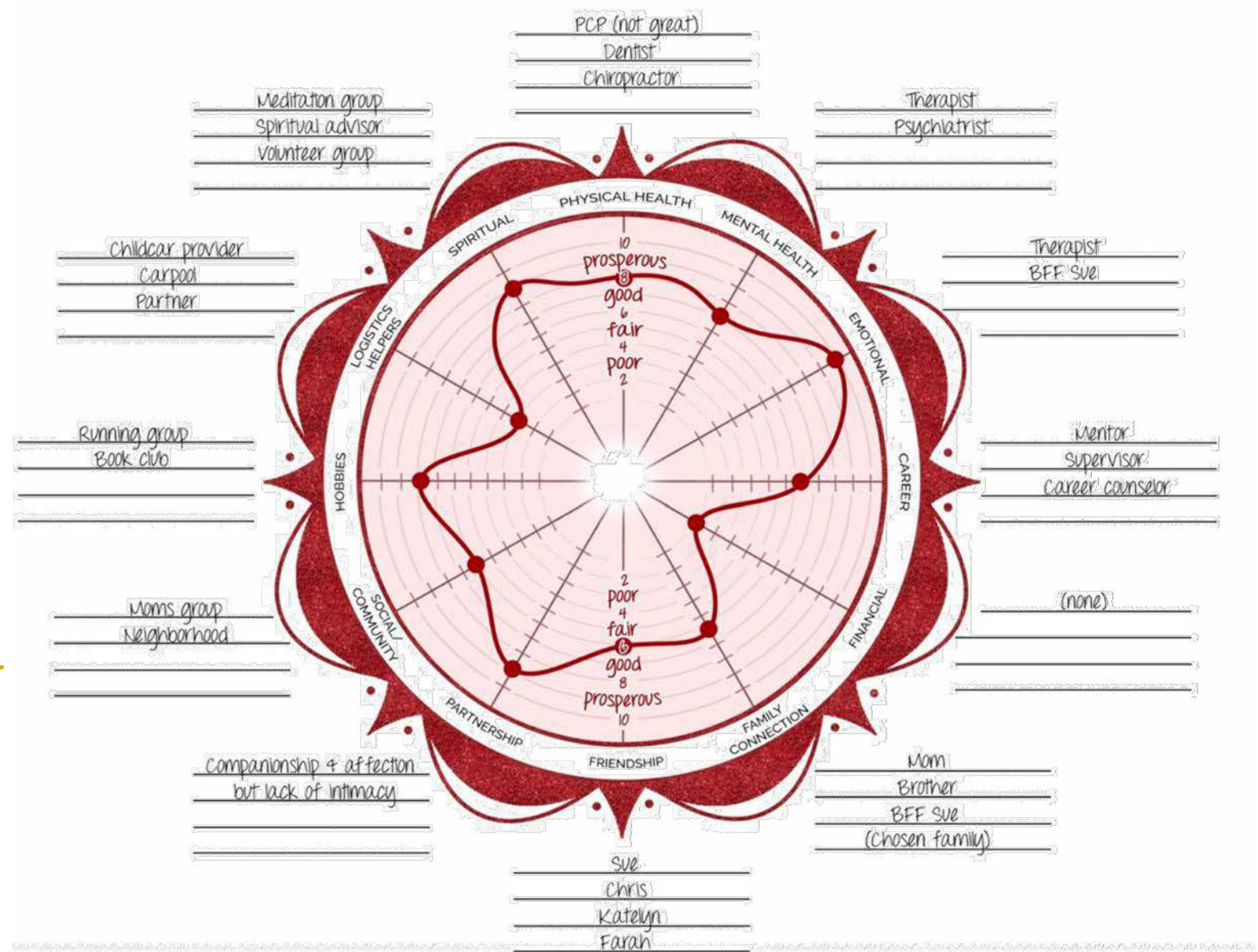
Sample Completed Self-Care Wheel



Support Network Wheel



Sample Support Network 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)**



Resources



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Poll #5: 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 praactices
- Implement more time-management strategies
- Recalibrate expectations
- Take time for planning
- Access support/ask for help



Thank
You!



www.joyce-marter.com

joyce@joyce-marter.com



@Joyce_Marter



joyce.marter



Joyce Marter, LCPC



Joyce Marter



Joyce Marter