



Transitioning from work to home

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Many administrators have reached out to us over the past year struggling with how to transition from work to home. A number of administrators struggle with turning off the work and being present with their partners, significant others, children and even their pets! Establishing a work transition ritual or routine has helped many professionals shift more readily into their personal life effectively with less turbulence and friction along the way.

Here are some tips you might wish to try!

1. Create a list

Create a priority “To Do” list before you leave your office for the day that you can quickly reference the following morning. This will help you feel prepared for the rigors of the next morning and better equipped to let go of what lies ahead the next day.

2. Say “goodnight” to your office

Say “goodnight” to your physical work setting and acknowledge the ending of your workday from your building. Some find it helpful to use a mantra or reflect on a picture or image at work that sends the signal that the workday is shifting.

3. Transition during your commute

Take advantage of your commute, short or long, to help you prepare for re-entry into your personal time and space. Short commuters might wish to make a pit stop and get in a short-brisk walk or a slower walk focused on their breath. Maybe you enjoy a cup of tea or a stop at the local library.

Those with longer commutes might wish to listen to their “transition” soundtrack, a Tedtalk/podcast or an audiobook.

4. Exercise

If you have more time and flexibility between work and home, fit in some exercise, yoga or mindfulness classes. Depending on your need, identify options that can help you “shift”, whether it be relaxing and settling or rigorous and exhilarating.

5. Your home is your sacred space

As you approach your home and prepare to enter, remind yourself this is your sacred space. Some find a few deep mindful breaths helpful with the final shift in the transition. As you enter, acknowledge your loved ones and where appropriate, check in with your partner and share a “temperature” reading. Identify who might need a bit more space/support as you rally to attend to others’ needs.

Wishing you all smooth transitions from work to home!

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Jack’s column will appear in BCPVPA’s eNews the first Friday of each month.