

# THRIVING IN THE | NEW NORMAL

## STRENGTHENING MENTAL RESILIENCE & PHYSICAL IMMUNITY

**Set a news cutoff time at the end of the day.** While being informed can help us feel more prepared amid a public health crisis, setting healthy limits to our media consumption can help us have a restorative night's sleep and put the stressful news into perspective.

**When you're washing your hands, take the 20 seconds to think of three things you are grateful for.** Taking this time to reflect on what you're grateful for will help you meet C.D.C. guidelines for lowering your risk of viral infection while reinforcing a more positive mindset.

**If you're feeling stressed or panicked about what's going on in the world, take a few minutes to meditate.** Pausing to simply breathe allows you to be less stressed, more present and more resilient in the face of uncertainty.

## WORKING FROM HOME

**At the start of each day, make a list of the top three things you want to accomplish that day.** In the absence of your normal workplace routines, it's easy to feel unfocused. Give yourself clarity and structure with three objectives every day.

**Start each workday with a quick gratitude exercise.** Write down in your work notebook one thing you're grateful for today, whether it's the chance to spend more time with family, the extra time saved from a commute, or the familiar view out your window.

**Make a point of logging off from your remote work at the same time you would typically leave the office.** It's easy to let your workday bleed longer when you don't have your usual commute home, but it's important to build in time at night to rest and recharge so you can work sustainably.

## LEADING IN THE NEW NORMAL

**Open your next meeting or one-on-one with a personal question rather than a question about work.** Start every conversation with simple, direct questions, like, "How are you?" "How is your family?" "Any developments since yesterday?" Before we begin to talk about business, we need to open the door to these conversations in authentic, compassionate ways, and keep that door open.

**Tell your direct reports how you're taking care of yourself.** If you step away from your computer each afternoon for a walk or to FaceTime with your family, sharing this will normalize these important breaks and open the conversation for them to share how they're doing.

**Help your direct reports prioritize by making a "do not do" list.** It's anything but business-as-usual right now, and it's very easy for people to just keep doing what they've always done without asking what is critical in this moment. By creating a list of what isn't a priority right now, you'll empower your team to focus their energy on the projects and priorities that matter most.