



WORKING FAMILIES MICROSTEPS

SHIFTING MINDSETS

When you're walking out the door each morning, repeat an affirmation about your time.

Make it simple and declarative. I value my own time and I can choose how I use it best. Verbalizing your intentions helps make them a reality.

SETTING BOUNDARIES

At the start of each day, write down the top three things you want to accomplish that day.

Give yourself structure and clarity by focusing on three objectives every day — and when they're done, declare an end to your workday, knowing you'll come back tomorrow recharged.

Take five minutes to re-set ground rules with your partner for working from home.

Minimize stress and surprises by agreeing on your work locations, how to respect each other's space, when you'll take breaks, and a signal for no interruptions.

Together with your kids, come up with a rule to help them understand when you're available.

Maybe it's a specific room, a colorful sign you make together, or an open/closed door that helps them understand when you're working and when you're not. A healthy boundary will make it easier for all of you.

If you have kids or other family obligations, communicate your work hours to your manager proactively.

Being compassionately direct about your needs will help ensure that you're able to be your best at work and at home.

Once a week, talk to your partner about the time they've carved out from themselves.

Support your partner by letting them know you're excited for them to do the things that bring them joy.

Find one way to share your passion with others.

Research has shown that sharing an intention makes you more likely to do it.

If you're not sure what your unicorn space is, reach out to a friend or family member.

Ask them: what is one thing that makes me exhilarated and fulfilled?

IMPROVING COMMUNICATION

Once a day, have a conversation where you mostly listen. Don't underestimate the power of quiet listening.

Instead of giving your partner your opinion, invite them to go deeper.

Next time you're tempted to criticize, pause for one breath to reflect before you speak.

In the heat of the moment you're more likely to deliver your message without compassion or empathy even if that's unintentional.

Every time you're upset by something your partner does or doesn't do, write it down instead of criticizing them in the moment.

Writing down your thoughts allows you to put them in perspective and to avoid escalating tensions.

Implement a weekly check-in with your partner.

Carving out time to exchange feedback will create the space for meaningful conversations about how you can better support one another as equal partners in the home.



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