

## VOLUNTEER LETHBRIDGE

### TIPS ON BETTER WORK FROM HOME PRACTICES FOR VOLUNTEERS

With the ongoing pandemic, volunteering is even more essential to communities and organizations. Social distancing rules have created a new normal when it comes to providing your time and services from home. For many, this might seem like an intimidating deterrent with the many distractions and challenges that abound when you have to convert your living space into a working space. Therefore, we have put together a list of tips that you can incorporate while you are virtually volunteering, so you are better prepared to volunteer at a time when it is needed more than ever:

**SET A ROUTINE.** This helps you to stay on top of all your assignments and tasks while making time for other activities you might have to carry out during the day. This should include your regular morning activities, your tasks for the day and lunch breaks. Also, including time for leisure breaks when you can, taking a walk, listening to music or playing with your pets in between your schedule can help to keep you energized and relieve stress while you volunteer. If you are juggling work, being a student and or volunteering, creating a routine should be a definite priority.

**GET DRESSED.** Although it might be tempting to stay in your pajamas all day, getting dressed for the day is a subtle reminder to yourself that it is time to start your day and get things done. You might not need to go all out as you normally might but investing a little time in how you look during the day can help you feel more confident while you are volunteering. Besides, this can save you from the stress of running around and trying to look presentable for your virtual meetings at the last minute!

**SET UP A WORKSPACE.** Creating a designated workspace in your home can help to produce the effect of the beginning of your work or volunteer time when you set up and the end of your day when you pack up. Although you might think that volunteering is not as official as a “*regular job*”, your attitude to carrying out your tasks should be in the same vein. Resist the urge to lounge around on your couch or bed while you try to get through your tasks for the day, so you create a distinction between work time and personal time. More than ever in these times, creating a boundary within both is very necessary.





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**KEEP IN TOUCH.** A primary purpose of volunteering is trying to connect your community. The only way to properly do that is with effective communication. Although, the present circumstances have rendered most communication virtual, it is even more necessary to reach out as much as possible. Constant communication will better help to keep you in the loop.

**SET GOALS AND EXPECTATIONS.** Before and after you decide on what cause or organization to volunteer for, make sure to take some time out to map out the goals you hope to achieve. Determining *what* cause you are willing to commit yourself to at this time and *why* will help to create a clear sense of direction as you virtually volunteer. Do not hesitate to write out what you want and need from this experience and how you intend to achieve that.

**RESEARCH AND REMIND.** Volunteering from home might be an entirely new phenomenon for most of us, bringing along challenges that might feel a little overwhelming sometimes especially, if you are juggling other tasks. It is important to research the activities that your chosen non-profit organization have been up to and the gaps they are helping to bridge during these times. This will help to serve as a reminder for why your efforts are so important. Reminding yourself of how much change you are helping to make is always a nudge for you to keep trying and never give up

What other tips are you practicing while you volunteer from home? Do not hesitate to share them with [us](#) as we all try to help our communities stay afloat during these uncertain times.