

Build Resiliency, Sense of Normalcy with Routine and Daily Schedules

Employee Assistance Services (EAS), PSD Mental Health Team and PSD Wellness have combined efforts to remind staff how to take good care in these unusual times. We know your days are full, and you are inundated with helpful hints. So, we consolidated strategies to boost your resilience and build on suggestions that were introduced in last week's staff update. Today's focus is on establishing a **routine and daily schedules**, which help with a sense of normalcy.

1. Maintain a **morning routine**, including getting dressed, eating a balanced breakfast, brushing your teeth and maintaining hygiene. Studies suggest that getting dressed not only helps you feel better but perform better.
2. Create a "workstation." This allows for a mental boundary between working and relaxing. This is also a signal to family and roommates that you are working. [Check out these tips on creating an ergonomic workstation.](#)
3. Set "work" blocks, or chunks of time, that are dedicated to a specific project, class or office hours.
4. Schedule time for positive habits, such as exercising, getting outside, play, unstructured time, reading, alone time and family time.
5. Take regular breaks.
6. End your day with a "sign-off" routine. This could include signing out of Microsoft Teams, cleaning up your workstation, writing tomorrow's "to-do" list and ending the day with a walk.
7. Maintain an **evening routine**. Developing a sleep routine for kids (and adults) is vital: Take a bath, brush teeth, go to the bathroom, hug and kiss goodnight, lights out, go to sleep. Design or use a visual, [like this one](#), so young kids know what's expected.
 - Build in a relaxation practice:
 - Whether it is [mindfulness](#), journaling, [before bed stretching](#), or listening to music, a consistent relaxation practice is a signal to the body and brain that it is time to rest. This can aid in not only the ability to fall asleep faster, but also [the quality of NREM](#) and [REM sleep](#) throughout the night.
 - Avoid screens at least 1 hour before bed:
 - [Studies suggest screens](#) (iPads, phones, computers, tv's) delay the release of melatonin, our body's hormonal sleep signal.
 - Take a hot bath or shower:
 - [Showering before bed](#) can improve sleep by changing our body's core temperature and providing relaxation for the mind.

Self-care is more essential than ever (and it has always been crucial). We tend to place our self-care at the bottom of the to-do list. It is not selfish to practice self-care. Self-care looks different for everyone, so choose something daily that works for you.

Finally, ask for help if you are having a tough time and remember you are not alone.

EAS staff are working remotely and offering teletherapy/video-counseling sessions to staff and eligible family members. EAS is available 24/7 for PSD staff if they are experiencing a crisis. Call EAS at 970-488-4925 if you would like to make an appointment or need to talk to someone.

PSD's Mental Health Team continues to support our students and families in collaboration with building counselors and other building staff. The Mental Health Specialists can be accessed through your child's school counselor or administration team.