



# *Back in the Office?*

5 STEPS TO MAINTAIN YOUR SANITY AND  
MANAGE EXPECTATIONS



**Speaker:**  
**Sheila M. Wilkinson, LMSW, ESQ.**

**[www.sheilawilkinson.com](http://www.sheilawilkinson.com)**

**Many thanks to our Host:**



**Many thanks to Judge Diane Lundeen (Chair, Workers' Compensation Law Committee) for inviting the Wellness & Stress Management Committee Chair, Sheila M. Wilkinson, to collaborate together on this particular topic!**

# Back in the Office?

5 STEPS TO MAINTAIN YOUR SANITY AND  
MANAGE EXPECTATIONS



## Roadmap

- Disclaimer: not legal advice & not mental health advice/counseling
- Key Phrases
- Relevant Principles & Standards, CDC Guidelines for Businesses, Supportive Policies and Procedures
- Activities - Wants, Needs, Expectations at Home & Work + Future Plans
- Surprising Stats & Information related to the ROI of employee wellbeing
- Resources, Challenge and Open Q & A

## Why This Topic?

- Pandemic has caused all of us to make adjustments [lawyers, staff, courts, etc.] and we'll need to continue to make adjustments as we face changes in workforce.
- We're juggling what people want, against what we need, alongside ever-changing rules, and balancing those rules with the bottom line.

## Key Phrases, Values & Principles

- Key Phrases
  - Person first, employee second
  - No matter what you expect of yourself, cannot expect it of others
  - Intellectual Knowledge & Emotional Knowledge
- Values & Relevant Principles and Standards
  - service
  - social justice
  - dignity and worth of the person
  - importance of human relationships
  - integrity
  - competence

## Four Types of Expectations

- Of yourself
- Of others
- Others of you
- Those you think others have of you

## Relevant CDC Guidelines for Businesses and Employers, as of March 8, 2021

- What preparedness, response & plans should take into account
- Implementing and updating plans with intention
- Communicating with employees regarding changes, needs, wants
- Seeking input from and collaborating with employees, support groups

## ROI + Pandemic Feels, Employee Wellbeing and their Engagement

It's natural to feel stress, anxiety, grief, and worry during the pandemic:

- Fear, anger, sadness, worry, numbness, or frustration
- Changes in appetite, energy, desires, and interests
- Difficulty concentrating & making decisions
- Difficulty sleeping or nightmares
- Physical reactions [headaches, body pains, stomach problems, rashes]
- Exacerbation of chronic health problems and mental health conditions
- Increased use of tobacco, alcohol, and other substances

The pandemic's unique stressors on all of us require additional, intentional actions to protect ourselves, those around us, and those who work with us [and hint: we can do this while also still protecting our businesses & firms]

## Challenge Accepted

- Email me at [sheila@smwplc.com](mailto:sheila@smwplc.com) and tell me:
  - What's your biggest takeaway from today?
  - What's one thing you will do today to start planning for a more accepting and wellness-focused workplace?
  - What's one thing that you will be more attentive to based on today's information?
  - How can I/we help you get what you want and need at work in this COVID-world we're living in?
- Mark your calendar for the Q3 NOBA Wellness Challenge! Start: 08/02

# Back in the Office?

5 STEPS TO MAINTAIN YOUR SANITY AND  
MANAGE EXPECTATIONS



## Starter Resources

If you or someone you know is in crisis, get immediate help:

- Call 911
- National Suicide Prevention Lifeline
  - 1-800-273-TALK [8255] for English, 1-888-628-9454 for Spanish, or Lifeline Crisis Chat
- National Domestic Violence Hotline
  - 1-800-799-7233 or text LOVEIS to 22522
- National Child Abuse Hotline
  - 1-800-4AChild [1-800-422-4453] or text 1-800-422-4453
- National Sexual Assault Hotline
  - 1-800-656-HOPE [4673] or Online Chat
- Veteran's Crisis Line
  - 1-800-273-TALK [8255] or Crisis Chat or text: 8388255
- Disaster Distress Helpline
  - CALL or TEXT 1-800-985-5990 [press 2 for Spanish].
- The Eldercare Locator
  - 1-800-677-1116 – TTY Instructions
- Get a therapist to assist with the emotional turmoil of the pandemic
- If you need additional resources, email me at sheila@smwplc.com

## About Sheila

- Licensed Attorney and Licensed Master Social Worker
- Educator & Empowerment Coach for Lawyers, Law Students & Legal Pros
- Certified Ethics Trainer for the State of Louisiana Board of Ethics
- Transatlantic: 14+ years
- 50/50: Fees/Pro Bono // Continuing Ed Advocate
- Personal Mission: to equip every Louisiana Lawyer with the tools, skills and knowledge they need to live a rich, happy life, and to always find humor, joy and love every single day.
- Two goals each day + Happy Lawyers Exist!

# *Back in the Office!*

5 STEPS TO MAINTAIN YOUR SANITY AND  
MANAGE EXPECTATIONS



## **Activity 1: Home**

A large, empty gray rectangular area intended for taking notes or reflecting on the activity.

## **Activity 2: Work**

A large, empty gray rectangular area intended for taking notes or reflecting on the activity.