

Tips for remote working



Set up a **designated workspace**. Separate space for yourself to work in, somewhere you can focus on tasks without being distracted and set up with everything you need for a normal working day – computer, phone, stationery, papers, etc. You may be sharing your home with your partner, parents or even little ones. However, where possible assign a space in your home that is where you work. This is your office now; your assigned space.



Make sure you have all the **technology** you need. This includes a **reliable and secure internet connection**, any necessary files, hardware and software, remote access to your company network and, importantly, knowledge of how to get IT support.



Get dressed - changing into working clothes will help you mentally switch to productive work mode. It will also help you distinguish between 'homeworking' and 'home life'.



Make a tea/coffee, grab some snacks and a glass of water to **keep you fuelled** for your morning of work.



Write a **daily to-do list**. Set out a list of realistic, achievable tasks to keep you focused.



Know when to **step away from your desk**. Be clear about when your working day begins and ends and take breaks to refresh. It's easy to let yourself be 'always on' when your home and office are the same place. When work is over, be sure you switch off to avoid burnout.



Schedule a **lunch break**. It's important you can switch off and refuel. Try and get some fresh air if possible; go for a light morning stroll, a run or even a home workout. Fresh air and exercise can do wonders for your frame of mind. Remember to follow government guidelines in regards to going outside.



Stay in conversation. **Contribute regularly to team chats/group** emails so you don't drop off the radar. Ask about what people are working on and share what's on your plate. Being physically separated means you miss the 'water-cooler moments' so this is a means to keep informed.



Foster relationships. Make time for **non-work chats** as you would in the workplace and use video calling to maintain face-to-face contact.



Be clear in your communication. Speaking in person gives you visual and audio cues that help you communicate. Conversing remotely removes a lot of that extra information so make your communications extra clear and concise.



Ask if you need assistance, further training or support. Your manager, colleagues and you are part of a team and should be supporting each other, especially remotely.



Make remote working work for you. Change where you sit, put on music, whatever helps you work. And enjoy the perks – no commute or uncomfortable shoes, and all your home comforts!