TIPS FOR REMOTE WORKING
WEEK 1

SET UP A WORKSPACE

- As best you can, try to set up a dedicated workspace while working remotely. This assists in your concentration, helps signal to anyone else in your home that you are "at work" and ideally means that it is easier to switch off at the end of the day.
- Even if you do not have the ability to dedicate a room for this work, consider whether you can find a way to corner off even part of a room.

ESTABLISH A STRUCTURE

- Set routines that enable you to be productive and establish clear boundaries around your workday.
- Get ready in the morning as you would for a normal day of work, take regular breaks but try and leave other distractions for "before" and "after" work.
- Consider strategies for focusing your attention. In a new environment it may be easy for your mind to wander to other things. Establish some strategies that work for you to concentrate e.g. clear to-do lists each day and blocking out time. Some people even like to set timers to indicate how long they will spend on specific tasks throughout the day.

BE INTENTIONAL WITH YOUR COMMUNICATION

- Establish clarity with your manager around your work plan for the coming weeks.
- Reach out to colleagues regularly. Schedule online meetings when required and maintain contact with others from work. Utilise online communication tools like video calling and Microsoft Teams for this contact.
- Sometimes it might be worth taking a moment before responding to emails. It can be difficult at times to ensure we have understood each other without face-to-face contact, facial expressions etc. so it may be easier to miscommunicate while working remotely.

STAY CONNECTED

- Maintain your personal social network, checking in on friends, family and colleagues through phone and video calls.
- Get some fresh air! We have been advised that we can still go outside for walks as long as appropriate physical distancing is maintained, do what you can to combat any cabin fever!