

# Top Tips on Working Remotely

Working remotely can present many challenges, including difficulty in communicating with colleagues, distractions, isolation and not being able to switch off at the end of the day. Please read these helpful tips and techniques to make remote working arrangements work for you.



## Keep it normal

- Treat your day like any other workday – shower, get dressed, have breakfast – this helps you get in the right frame of mind to work
- Dress in something you would leave the house in – to motivate you to do so
- Decide on your start and finish times



## Scheduling

- Write a to-do-list
- Divide up your day in blocks of time
- Place jobs that need more focus at the times of day you know you work best
- Include breaks – shorter breaks can often be more useful than longer ones
- Block in offline time to avoid constant distractions
- As priorities change, update your schedule



## Communication

- Clarify communication expectations with your line manager – how, how often and what level of detail
- Embrace technology – utilise team calls / videos / chats
- Regularly update stakeholders when working on projects – utilise Microsoft Teams that help collaboration
- Use video calls through Microsoft Teams or other video calling platforms where possible to maximise social interactions



## Remove distractions

- Try to allocate a designated workspace at home
- Keep it clutter-free to help you focus
- Set expectations of those you live with about times not to disturb you
- Book in regular breaks to maintain focus – consider using the Pomodoro Technique <https://tomato-timer.com/>
- If music helps you work, play background music; if you benefit from quieter environments, keep noise to a minimum



## End of day routine

- Review what you have achieved during the day
- Make a list of outstanding jobs and make a plan for when you will complete them
- Check your calendar for upcoming events / meetings
- Close your laptop and put it away along with any files
- Do things to help you switch off



## Stay Active and Social

### If you are able to go outside:

- Walk & get some fresh air – undo any mental blocks in a different environment
- Exercise safely

### If you are required to stay indoors:

- Make time for phone calls with friends & family
- Schedule calls with work colleagues rather than relying on email
- Exercise inside
- Stretch
- Have virtual coffee breaks with professional and personal contacts