

WORKING REMOTELY – TOP TEN TIPS

1. SET UP A DESIGNATED WORK SPACE

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.

2. MAKE SURE YOU HAVE ALL THE TECH YOU NEED

Know how you can get Tech support. Perhaps another member of your team? Also Alison can help, and ABC

3. GET DRESSED

Changing into work clothes will help you mentally switch onto productive work mode. It will also help you distinguish between 'homeworking' and 'home life'

4. WRITE A DAILY TO-DO LIST

Set out a list of realistic, achievable tasks to keep you focussed

5. KNOW WHEN TO STEP AWAY FROM YOUR DESK

Try to stick to the routine of a working day, but importantly, 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. Don't feel just because someone sent you an email after core office hours, you have to do the same.

6. 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

7. FOSTER RELATIONSHIPS

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

8. BE CLEAR IN YOUR COMMUNICATIONS

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

9. ASK FOR SUPPORT WHEN NEEDED

Speak out when you need assistance, further training or support. Your manager, colleague and you are part of a team and are supporting each other when working remotely.

10. MAKE REMOTE WORKING WORK FOR YOU

Change where you sit, put on music, whatever helps you work. Enjoy the perks – no commute or parking issues. There is even time to pat the dog!