

# TEN TOP TIPS:

## Working remotely

### 1 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.

### 2 MAKE SURE YOU HAVE ALL THE TECH YOU NEED

This includes a reliable internet connection, required hardware and software, access to your company network, any files and importantly, knowledge of how to get IT support.

### 3 GET DRESSED

Changing into working 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 focused.

### 5 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.

### 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 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.

### 9 ASK FOR SUPPORT WHEN NEEDED

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

### 10 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!